



Ara Institute of Canterbury Limited

(the Company)

MEETING OF THE BOARD OF DIRECTORS

Date: 27 September 2022

Time: 9.30am

Venue: Room G202, Ara Boardroom

Directors: T Arseneau (Chair), M Taite-Pitama (Deputy Chair), M Bain, J Cartwright, M Geddes, N Lamont, A Leslie 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. | Confirmation of Meeting Minutes (Public) – meeting 23 August 2022 5.1 Approval of Meeting Minutes 5.2 Matters Arising 5.3 Action List |
| 6. | Discussion Items 6.1 Chief Executive Report a Regional Roundup b Director, Pacific Achievement Report 6.2 Chair Report |
| 7. | Information Items [For noting] 7.1 Sub-Committee Reports a Audit and Risk Committee [5 September 2022] b Campus Redevelopment Committee [next meeting 20 October 2022] c Academic Committee [next meeting 15 September 2022] 7.2 Ara Board Work Programme 7.3 Media Report |
| 8. | General Business |

NOTE:

10am Ara Board visit to Ōtautahi House.

12-12.20pm Ara Board lunch – joined by Sua Tauti, Director Pacific Achievement

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. | Presentation 9.1 Learner Diagnostic and Case Management Tool – Stephen Russell, Manager, Academic Support [20 minutes] | [s9(2) (f), (i), (j)] |
| 10. | Confirmation of Meeting Minutes (Public Excluded) - meeting held 23 August 2022 10.1 Approval of Meeting Minutes 10.2 Matters Arising 10.3 Action List | [s9(2) (f), (i), (j)] |
| 11. | For Discussion 11.1 Chief Executive Report a EFTS Performance b Financial Performance c Health, Safety and Wellbeing d Performance Dashboard/Placemat 11.2 Budget 2023 11.3 Executive Directors Big 5 Update Reports | [s9(2) (f), (i), (j)] |
| 12. | For Information [For noting] 12.1 Trustees 12.2 Sub-Committee Reports a Audit and Risk Committee [5 September 2022] b Campus Redevelopment Committee [next meeting 20 October 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 9 September 2022

Ara Board of Directors

| | | |
|--|--|--|
| Thérèse Arseneau <i>[Chair]</i> | <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 <i>[Deputy Chair]</i> | <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) • Southern Institute of Technology Ltd (Director) | <ul style="list-style-type: none"> • 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) • Canterbury Clinical Network (Independent Advisor) | <ul style="list-style-type: none"> • 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"> • Work Based 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) • Arinui Limited Chair (Director) | <ul style="list-style-type: none"> • 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) • Work Based Learning (WBL) Ltd (Deputy Chair and Director) • Workforce Development Council (WDC) Manufacturing, Engineering and Logistics – Hana-aro-Rau [Member of industry stakeholder group] | <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

| | |
|---|--|
| <p>Darren Mitchell Acting Chief Executive</p> | <ul style="list-style-type: none"> • Ara Foundation (Trustee) • Canterbury Regional Skills Leadership Group (Member) • Ōtautahi Education Development Trust (Trustee) • WorldSkills NZ (Director) |
| <p>Te Marino Lenihan Executive Director Te Tiriti Partnerships</p> | <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) |
| <p>Christina Yeates Executive Officer</p> | <p>Nil</p> |



Ara Institute of Canterbury Limited
(the Company)

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

23 August 2022 at 9.30am

Minutes

These are the minutes of a meeting of the board of the Company held on 23 August 2022 in Room G202, Boardroom, City Campus and via zoom.

1 Karakia

2 Welcome

Directors present: Thérèse Arseneau (Chair), Murray Bain, Jane Cartwright, Maryann Geddes (via videoconference), Nettles Lamont, 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), Glynnis Brook (Executive Director, AIR), Kris Cooper (Executive Director, People and Culture), Colin King (Executive Director, Operations), Te Marino Lenihan (Executive Director, Te Tiriti Partnerships), Karen Te Puke (Executive Director, Ākonga Success) and Christina Yeates (Ara Executive Officer).

Apologies Andrea Leslie.

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 of 5 July 2022 were received and noted.
- b) There were no disclosures identified relevant to any Agenda items for the meeting.
- c) The Chair requested that any further 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 – 26 July 2022

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 26 July 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) **[AP10] Director, Pacific Achievement Appointment** – Congratulate Sua Tauti on appointment and issue appropriate announcement to Pacific Community. **Action Completed.**
- b) **[AP11] Director, Pacific Achievement Appointment** – Invite Director Pacific Achievement to join Ara Board for lunch at future meeting. **In progress for September.**

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) **Te Pūkenga** – the Board acknowledged that this is the main priority and focus for Management and Ara colleagues.
- b) **Pacific Achievements** – the Board acknowledged the effective initiatives that are currently in progress.
- c) **Health, Safety and Wellbeing** – the Board were interested in how colleagues are tracking, given the recent engagement with the pathway for Te Pūkenga and were advised that Peter Winder, Interim Chief Executive Te Pūkenga presentation to Ara on 23 August 2022, was well-received. It also reaffirmed for colleagues that Ara has been preparing for this for some time and that we are well aligned to Te Pūkenga's priorities. However, colleagues are still concerned with the ongoing uncertainty during these challenging times.
- d) **Wellbeing Survey** has gone live this week. Closes in two weeks and will provide an evidenced based sense of how colleagues are feeling.

6.2 Chair Report

- a) On behalf of the Board, the Chair acknowledged the hard mahi during these ongoing challenging times and thanked colleagues for their continued contributions.
- b) Advised that the Board Chair is overseas from 26 August and on leave to 23 September 2022 inclusive. The Deputy Chair will fulfil the role of Acting Chair in Thérèse's absence including the Chair's duties at the September Graduation.
- c) Gratitude was expressed by the Chair, to fellow Board Directors, for their support and commitment to Ara under the present circumstances, with the focus now on the Board submission to constructively feedback to Te Pūkenga and lift the structure of the operating model.

7 Information Items

7.1 Subcommittee Reports

- a) **Audit and Risk Committee** No meeting held.
- b) **Campus Redevelopment Committee** The meeting minutes of the Campus Redevelopment Committee on 1 August 2022 were received and contents noted. The CRC Chair advised that the majority of business was discussed in public excluded session.

- c) **Academic Committee** The report of the meeting held on 4 August 2022 was received, and contents noted. No discussion.

7.2 Ara Board Work Programme

The contents of the work programme were noted, and it was agreed that planning for the final two meetings of the Ara Board is to be discussed offline with the CE and Board Chair.

7.3 Media Report

The report was taken as read.

7.4 TEC School Leavers Research Report

The report was taken as read. It was agreed this was useful information providing a rich insight into this pathway. The Board hoped that Te Pūkenga will keep this in its focus. It was further noted that incorrect data had recently been quoted by Te Pūkenga which included “6% of Te Pūkenga learners are school leavers” and that the correct data reflects 6% of school leavers go into apprenticeships, 13% into study for ITP thus effectively 19% of learners are school leavers.

8 General Business Nil.

Closure

There being no further business the Chairperson declared the public meeting closed at 12.20pm.

Dated:

Signed as a correct record

Chairperson *[note: signed via electronic signature]*

Ara Board Minutes - Action List as of 23 August 2022

| Number | Date When Action Arose | Agenda Item | Topic | Action | Board Responsibility | Status | Due Meeting date |
|--------|------------------------|-------------|--|---|----------------------|------------------------|------------------|
| AP11 | 26 July 2022 | 6.1 | Director Pacific Achievement Appointment | Invite Director Pacific Achievement to join Ara Board for lunch at future meeting | Board Secretary | Completed post-meeting | 27 Sept 22 |

DRAFT

| | | |
|---------------------------------------|-------------------------|-----------------|
| Ara Board 27 September 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 CE Overview

1.1 Spring Graduation

The highlight for this month was the Spring Graduation. Two large ceremonies with over 800 graduates in total. A brilliant celebration of our purpose and an opportunity to acknowledge our learners and our colleagues who achieved during times of significant disruption, challenge, and change. You can view the ceremonies by following this link [Graduation - Ara](#).

1.2 Te Pūkenga Transition

The necessary steps to enable Ara to transition into Te Pūkenga have been progressing well. The largest of these, the transfer of employment arrangements for all staff, commenced on Thursday 15 September 2022. All staff must sign a letter agreeing to transfer to Te Pūkenga or their employment will terminate on the legal dissolution of Ara. Staff will retain all their terms and conditions as part of the transfer.

The four South Island region Chief Executives are meeting for a collaboration discussion on the Friday 23 September 2022. Topics for consideration are sharing of resources, capability, and the regional mix of provision.

A large amount of time this month was utilised preparing and reviewing the Ara submissions to the "Our Pathway" proposal. Responses to feedback is expected towards the end of this month.

2 Southern Campuses Update

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.

2.1 Timaru Learner Update

- a New initiative for Primary Health Care (previously mentioned in past report):
 - i Ara earlier in 2022 was provided funding by Te Pūkenga for an additional counsellor for the Southern campuses; however, despite repeated advertising no counsellor was able to be recruited. The team approached Te Pūkenga and proposed to use the money to run a series of learner wellbeing initiatives/workshops aimed at early intervention and primary health care to reach a larger number of learners over the year. This was approved at the end of Semester One and was split over two main initiatives that commenced in Semester Two.

- ii YMCA workshops. YMCA South Canterbury will run a series of success resiliency workshops covering gender diversity, health relationships, bullying, and general wellbeing. Over Semester Two the YMCA team will collaborate with Ara and run both in class activities and extra in-own-time workshops covering these topics or if needed a speciality area identified. The basic concept is to provide the needed skills to increase overall resiliency and improve wellbeing. Ideally, this will create a proactive approach and encourage learners hesitant to seek extra support to reach out and use the one-to-one specialist counselling services available through Ara. Feedback from the first month of delivery has been positive.
 - iii Te Aitarakihi will deliver for Ara a Kaupapa Māori wellbeing six-week programme. Again, this is focused on proactive early intervention and development of wellbeing and mental health skills for our learners.
- b To run alongside these primary health care initiatives, we plan to also run a series of one-off lunch time activities for learners to engage in help with life skills – for example, budgeting and financial advice for learners as they look to move into full time employment.
 - c Hug a Mug – the external café provider in Timaru has advised they will close at the end of Term Four. This is due to financial viability. Unless an alternative provider is found by Term Four (which is unlikely) we will address the gap this may create through alternative set up of the student café space, updated communication to learners about alternative food options nearby and one-off initiatives.
 - d Oamaru learners have been prior to and during Māori language month developing a Māori Korowai (cloak). This initiative has our learners and community members who have been at campus, write/draw on a feather symbols/words showing what is a taonga (treasure) to them. This has been a great activity with all the users of the campus getting behind it and adding feathers to build a cloak.

2.2 Ara/Te Pūkenga Colleagues and Whanau

- a Te Pūkenga – A variety of options have been provided by Ara for colleagues to engage and better understand the Te Pūkenga proposal and the shift of Ara into Te Pūkenga come 1 November. These sessions have been well attended by colleagues and generated significant feedback and conversation.
- b BCITO colleague John Moorren in Ashburton (painter and decorator by trade) asked the Ara Facilities team if he could give the front of the campus a repaint. This was to freshen up the front prior to the installation of the BCITO signage. It turns out he did this at his own cost and when we thanked him said he wanted to do something to show his appreciation to the Ashburton whanau and their support of him and his colleague. Our team were happy and excited.
- c Mid-Winter Cupcake Challenge was a nice wet weather distraction with colleagues competing to make the fanciest looking and tastiest cupcakes.
- d Two Ara Timaru colleagues have been working on projects that deliver to overseas based learners, with an English language tutor delivering English to Japanese University learners and a Business and Digital Technologies tutor delivering in partnership with EIT to Chinese university learners. Both are examples of alternative delivery, working across the wider Te Pūkenga network and reaching an international audience.

2.3 External Engagement

- a The Engagement and Business Development Team has been busy this past month with a variety of events:
- i Dual Enrolment whanau information evening. Hosted in STARZ Restaurant. It was packed with potential students, caregivers, and school representatives. Approximately forty people attended. There was interest in all topic areas. Automotive/Engineering dual enrolment delivery was the most popular on the night.
 - ii Several careers/employment expos and individual school drop-in sessions across Southern were attended by the Ara team and our team report positive feedback and engagement from students:
 - Waitaki Employment Expo
 - South Canterbury secondary school Pathway Expo (all SC schools attended)
 - Timaru Girls High subject selection evening
 - Ashburton College drop-in session
 - Mount Hutt College drop-in session
 - Waimate High School drop in session
- b The Engagement team met with new Mackenzie College Principal to discuss dual enrolment and Ara
- c The Canterbury Careers Advisors update workshop in Christchurch was attended by Southern Campus based careers advisors and we have received positive feedback about the presentations and attendees having a better understanding of the transition to Te Pūkenga.
- d BCITO and Ara co-hosted a meeting with construction companies in Timaru to discuss the block or short course needs of the local industry. The session also covered BCITO and Ara becoming Te Pūkenga and the work currently in place surrounding qualifications. BCITO led the meeting, and its core purpose was to unpick what local needs industry may have and to pilot small initiatives covering one off upskilling needed and apprentice support.
- e Timaru District Mayoral welcome for International Students – Secondary schools have had around twenty new international learners return. As is traditional each year, the Timaru District Mayor hosts a morning tea to welcome all new international learners. Ara attended to support Ara international learners, meet the new secondary school students and as part of our participation in Education South Canterbury.
- f Ara continues to support a variety of community groups through discounted or free use of facilities to enable them to support the wider community:
- i **Timaru:**
 - GymSports South Canterbury
 - Parents Centre
 - JKS Shotokan Karate
 - Kiribati Society
 - SeniorNet
 - Tongan Society
 - Fale Pasifika O Aoraki
 - Multicultural Aoraki
 - Voice Art exhibition
 - Royal Society of NZ Canterbury Branch

- ii **Oamaru:**
 - Pacific Island Community group
 - English language partners
 - ARTSENTA – Mental Health Support through Art
 - Waitaki Multicultural Council Board meetings
 - Waitaki Mental Health Support Group – Art group
 - Waitaki Mental Health – Catchup drop in sessions
 - North Otago Lions Club
 - Cognitive stimulation therapy for those with dementia
 - North Otago Alzheimer’s Association
 - Di’s Singers
 - North Otago Astronomical Society
 - Caroline House
 - YMCA
 - Youth Town
 - Youth Services
 - Waitaki Migrant Support
 - Toastmasters
 - SouthRoads roading and civil engineering
- g Te Reo – Ara is working on an initiative in partnership with wider community groups to increase access to Te Reo training/delivery in Southern campuses.
- h Ara representatives have attended the Timaru District Council (TDC) HUB development presentations/discussion, so we can remain up to date and engaged regarding the TDC plans for central town over the next twenty years and how these may relate to Ara’s own plans.

3 Update from Director, Pacific Achievement

The following is a summary of activities for July – August 2022.

3.1 Conference Presentation

- a Sua Tauti was given the opportunity to be a keynote speaker at the *Tūwhitia! Transforming Tertiary* Conference at the University of Canterbury on 5-6 September 2022. Sua presented two key points:
 - i The importance of bringing the family in to the learner journey.
 - ii What to expect from first generation learners’ families.
- b Cultural home has been a key driver to walk alongside families through providing knowledge of higher education and how to access the right support throughout the study journey.
- c There were some great learnings for the whole Equity team that attended the Conference and good feedback was received from the Ara presentation.

- d The key themes of the conference were:
 - i Kawa: Vision, leadership and narrative needed for transformation
 - ii Tikanga: Structural, systems, policies and cultural dimensions of change
 - iii Ritenga: Behavioural components to enact change
 - iv Putanga: Data, monitoring and evaluation systems to support change

3.2 Study Jams (Pacific Peer Tutoring Programme)

- a Study jams were created to bring all Pacific students together to encourage connection and healthy study habits.
- b PISA and the Pacific Achievement Team held six sessions at the City campus and Manawa campus.
- c The Pacific Peer tutors were able to help multiple learners with their academic needs. There will be a further twelve sessions during the remainder of the year with specific targets on certain papers that our Pacific learners are struggling with.
- d Feedback from learners has included:
 - i “The one thing that was very helpful for me was being in a group environment which enhanced my learning.”
 - ii “I did not feel isolated because I was with my peers.”
 - iii “There was a collective goal to study hard together.”

3.3 Cultural Home

- a We have onboarded 18 new families of which 17 learners were referred through our pre-start pilot initiative. This has given our Pacific Navigators the opportunity to connect with the learner and the family to bring them on the Cultural Home journey.
- b Our new Pacific Navigator has been able to build a quicker relationship with our Fiji learners and families by communicating in their own Fijian language.
- c There are 59 additional families currently in the onboarding process to be registered in Cultural Home. The team are working through these steps in the next two – three weeks.

3.4 Pacific Trades Training update

- a For the first time in the last five years we have been able to fill all Pacific spaces in the Pacific Trades Training funded programmes.
- b We are also excited to see 50% of learners that are receiving the Pacific Trades Training funding are female. An increasing number of these learners will continue into level 4 and above qualifications.
- c The access to our Learner Support Fund has increased with a greater focus on new interventions to build the relationship to understand the right support that is needed.

Ara Board Audit and Risk Committee Minutes

5 September 2022

Minutes of a meeting of the Ara Board Audit and Risk Committee held on Monday 5 September 2022 at 1.00pm in Room G202, City Campus and via zoom.

Welcome

The Chair opened the meeting and welcomed all members to the meeting.

1

1.1 Attendance

a Voting Members

Nettles Lamont (Chair), Murray Bain (via zoom) and Andrea Leslie (via zoom).

b Non-Voting Members

Darren Mitchell (Acting Chief Executive), Michael Rondel (Independent Advisor) and Christina Yeates (Minute Secretary).

c In Attendance

Tilly McKay (Ara Finance Manager).

1.2 Apologies

Thérèse Arseneau (Board Chair).

2 Confirmation of Meeting Minutes

2.1 Minutes of the Audit and Risk Committee meeting of 30 June 2022

*It was **resolved** that the Minutes of the Ara Board Audit and Risk Committee meeting held on 30 June 2022 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

N Lamont/ A Leslie

Carried

2.2 Business Arising out of the meeting

Nil.

2.3 Action List

Nil.

3 Public Excluded

1.05pm

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

It was further **resolved** that Michael Rondel, Independent Advisor to the Committee remain for the public excluded section of the meeting and that Tilly McKay, Ara Finance Manager remain for the relevant items on the Agenda.

N Lamont

Carried

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

| | | |
|-----|---|----------|
| 3.1 | Minutes of the Meeting held on 30 June 2022 | s9(2)(i) |
| 3.2 | Matters Arising/Action List | s9(2)(i) |
| 3.3 | Audit 2022 – 10-month Annual Report | s9(2)(i) |
| 3.4 | Transition to Te Pūkenga – Change Runsheet | s9(2)(i) |
| 3.5 | Financial Reforecast 2022 | s9(2)(i) |
| 3.6 | Budget 2023 | s9(2)(i) |
| 3.7 | Risk Management Update | s9(2)(i) |
| 3.8 | Treasury Report | s9(2)(i) |
| 3.9 | Cyber Security Report | s9(2)(i) |

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[s9 (2)(a)] – Protect the privacy of natural persons, including that of deceased natural persons
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- *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.

4 Close

There being no further business the meeting closed at 1.57pm.

READ AND CONFIRMED

Chair:

Date:

Ara Institute of Canterbury Ltd

Board of Directors

2022 Work Programme

as at 12 September 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] | Melanie Taite-Pitama 26 July 22 |
| | 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) <ul style="list-style-type: none"> Transition Programme Update | |
| | 25 | Remuneration Committee | |
| September | 5 | Audit and Risk Committee | |
| | 16 | Spring Graduation (Christchurch) | |
| | 27 | Board Meeting (Christchurch) STRATEGIC SESSION [3] <i>PRIORITY FOCUS AREA – REGIONAL RESPONSIVENESS – ENHANCING AND ENABLING ACCESS ACROSS THE REGION</i> [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 Director, Pacific Achievement [lunch invitation] | |
| October | 20 | Campus Redevelopment Committee | |
| | 25 | Board Meeting (Christchurch) [note: 24 October Labour Day] <ul style="list-style-type: none"> Annual Report 2022 – content/format Report on Affixing of Common Seal NOTE: Final Board Meeting of the Directors of Ara Institute of Canterbury Ltd – Summary and Wrap Up | |
| 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

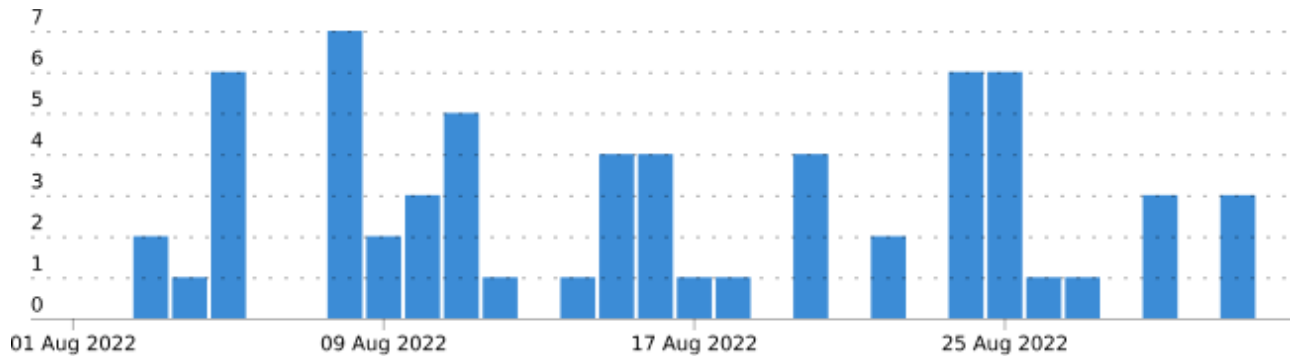
Canterbury Anniversary/Show Day (Christchurch campuses closed) – Fri 11th November



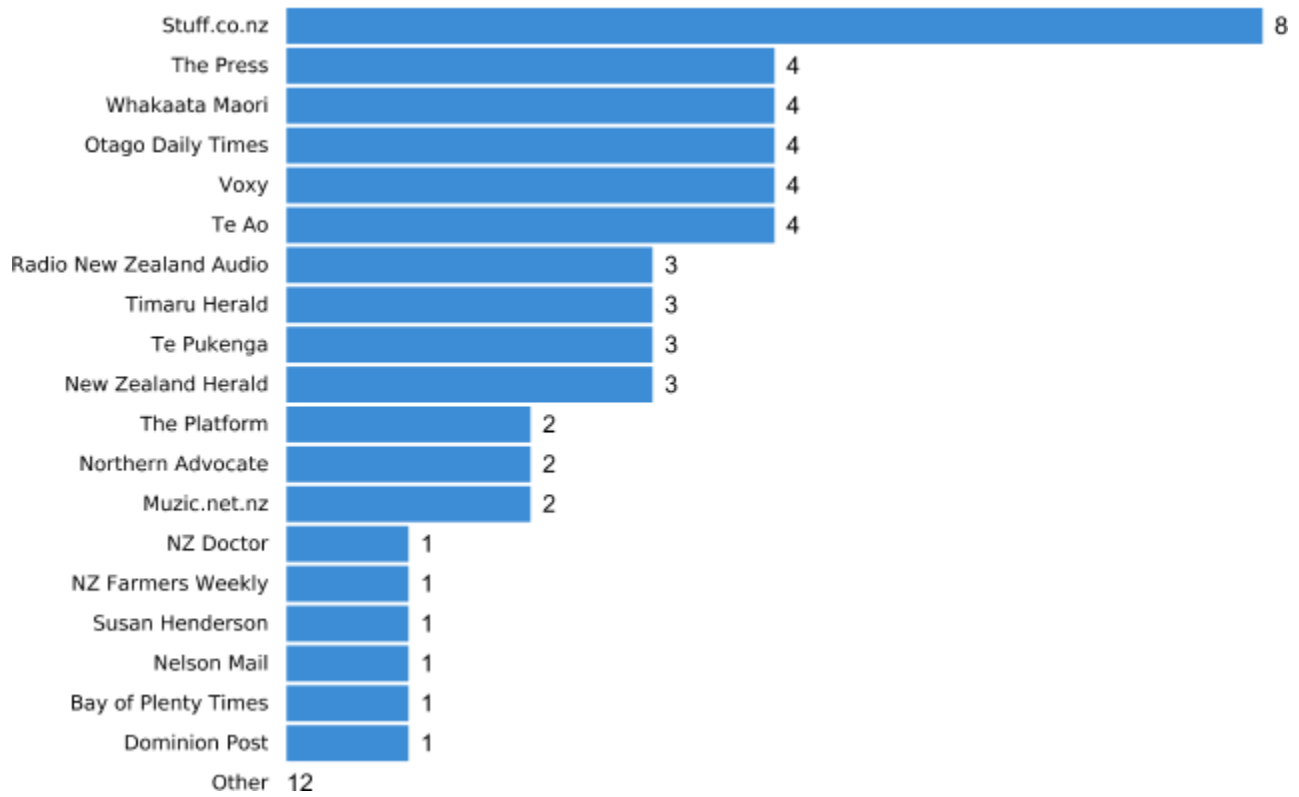
Ara Institute of Canterbury

Contains 64 items within the date range 01/08/2022 - 31/08/2022.

Volume



Sources



1. EXTERNAL SOURCES:

Spreading the word on health careers

From Greymouth Star
Published 00:00 31/08/2022
Keywords Canterbury, Ara Institute

On Page: West Coast 2

Questions put to Waitaki District Council candidates

From Otago Daily Times
Published 07:53 31/08/2022
Keywords Ara Institute

Fresh allegation against a broadcasting school student referred to police

From New Zealand Herald, Katie Harris
Published 05:05 31/08/2022
Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

Secondary school career advisors respond to planned Ara's Te Pūkenga transition

From School News, School News
Published 17:09 29/08/2022
Keywords Canterbury, Ara Institute

Advisory: Te Whatu Ora Waitaha Canterbury Panui Monday 29 August 2022

From Susan Henderson, Te Whatu Ora Waitaha Canterbury
Published 16:53 29/08/2022
Keywords Ara

Return of International Students Marks New Era For Sector

From Radio New Zealand Audio
Published 05:07 29/08/2022
Keywords Canterbury, Ara Institute

More than 100 entrants expected for annual South Canterbury art show

From Timaru Herald, Lauren Pattemore
Published 15:53 24/08/2022
Also from [Timaru Herald print edition](#)
Keywords Ara, Canterbury, Ara's student

'It's not worth my health and my sanity'

From Stuff.co.nz, Cate Macintosh
Published 05:11 24/08/2022
Also from [The Press print edition](#), [Stuff.co.nz](#), [Stuff.co.nz](#), [The Press print edition](#)
Keywords Ara qualification

Explained: Staffing and funding woes an early lesson in mega-polytech experiment

From Stuff.co.nz, Katarina Williams
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Young dancer breaking stereotypes in the world of dance

From Whakaata Maori
Published 06:23 18/08/2022
Also from [Te Ao Maori News](#)
Keywords NASDA

Te Ao Tapatahi 17/08/2022

From Te Ao, Whakaata Maori
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Keywords NASDA

Award worth \$100,000 up for grabs for one woman in STEM + other grants available

From ITP Techblog
Published 12:54 16/08/2022
Keywords Canterbury, Ara Institute

Beauty and the Beast coming to Kerikeri's Turner Centre

From Northern Advocate, Northern Advocate
Published 05:03 16/08/2022
Also from [The Northern Advocate M-F Modular](#), [The Northland Age Compact](#)
Keywords Singing, Dramatic Arts, National Academy

PITCHme Panel 2022 | Louise Mitchell

From Restaurant and Cafe
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Keywords Christchurch Polytechnic

Competition an opportunity for passionate young chef to shine

From Otago Daily Times, Emily Moorhouse
Published 09:57 15/08/2022
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Keywords Canterbury, Ara Institute

Episode 7: The Samoan community of Chistchurch - GIANTS

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More than music

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Published 07:51 14/08/2022
Keywords Singing, Dramatic Arts, National Academy

Locals Only: Christchurch artist Mim Jensen on her latest single

From New Zealand Herald, By Sarah Illingworth
Published 13:21 12/08/2022
Keywords Ara Music Arts

Te Ao Tapatahi 11/08/2022

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Published 15:14 11/08/2022
Keywords TE MARINO LENIHAN, Ara, Te Marino Lenihan, Christchurch, Christchurch Polytechnic

Polytech all revved up for te reo Maori

From Radio New Zealand Audio, Liam Brown
Published 08:17 11/08/2022
Keywords Ara, Te Marino Lenihan, Canterbury, Ara Institute

Ara Institute of Canterbury to launch course in te reo Māori

From Radio New Zealand , Liam Brown
Published 06:57 11/08/2022
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Keywords Ara, Te Marino Lenihan, Canterbury, Institute, Ara [Institute, Ara Institute]

Polytechnic challenges language barrier for Māori students

From Whakaata Maori, Muriwai Hei
Published 07:16 10/08/2022
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Keywords Ara, Te Marino Lenihan, Christchurch, Christchurch Polytechnic

Christchurch Rock Band, Electric Temples Release their Debut Single 'I Want The World' on 26 August

From Muzic.net.nz
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Ara Canterbury's Te Tiriti Director on courses taught in Te Reo

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The madness of Māori mechanics

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Published 12:05 08/08/2022
Keywords Canterbury, Ara [Institute, Christchurch Polytechnic]

Mechanic course first to be offered in Te Reo Māori

From Te Ao, Whakaata Maori
Published 19:30 05/08/2022
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Christchurch Rock Band, Electric Temples Release their Debut Single 'They Want The World' on 26 August

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Mechanic course, first to be offered in Te Reo Māori

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The Ensemble Edit: Seven consciously cool things for your weekend

From Stuff.co.nz, Ensemble
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Well-run polytechs being 'punished' as Te Pūkenga tries to avoid \$110m deficit

From Stuff.co.nz, Lee Kenny
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[Future-proofing international education brings Malaysian delegation to Ara](#)

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[Ara to become part of Te Pūkenga](#)

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[Students Colour Client with New Tech Solution](#)

Published 19 August 2022

[From learner to lecturer – Muza navigates through the world of nursing](#)

Published 19 August 2022