



Ara Institute of Canterbury Limited

(the Company)

MEETING OF THE BOARD OF DIRECTORS

Date: 26 July 2022

Time: 9.30am

Venue: Room G202, Ara Boardroom

Directors: T Arseneau (Chair), M Taite-Pitama (Deputy Chair - apologies), M Bain, J Cartwright, M Geddes (apologies), 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 28 June 2022 5.1 Approval of Meeting Minutes 5.2 Matters Arising 5.3 Action List
6.	Discussion Items 6.1 Chief Executive Report a EFTS Performance b Regional Roundup c Director, Pacific Achievement Report 6.2 Chair Report
7.	Information Items [For noting] 7.1 Sub-Committee Reports a Audit and Risk Committee [30 June 2022] b Campus Redevelopment Committee [no meeting held] c Academic Committee [23 June 2022] 7.2 Ara Board Work Programme a Ara Board Health and Safety Walkabouts – Updated Programme 7.3 Media Report
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 28 June 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 Quarterly Complaints Update e Framework for Māori Achievement Update f NZBS Progress Report 10.2 Fee Setting 10.3 Te Pūkenga RFI	[s9(2) (f), (i), (j)]
11.	For Information [For noting] 11.1 Trustees 11.2 Sub-Committee Reports a Audit and Risk Committee [30 June 2022] b Campus Redevelopment Committee [no meeting held]	[s9(2) (f), (i), (j)]
12.	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 5 July 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"> • Service IQ (Director) • 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

Darren Mitchell Acting Chief Executive	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • Canterbury Regional Skills Leadership Group (Member) • Ōtautahi Education Development Trust (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	Nil



Ara Institute of Canterbury Limited
(the Company)

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

28 June 2022 at 9.30am

Minutes

These are the minutes of a meeting of the board of the Company held on 28 June 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, Andrea Leslie, 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), Te Marino Lenihan (Executive Director, Te Tiriti Partnerships) and Christina Yeates (Ara Executive Officer).

Via videoconference: Karen Te Puke (DCE, Customer Engagement and Experience), Colin King (Executive Director, Operations) and Deborah Young, Director, Academic (on behalf of Executive Director, AIR)

Apologies Glynnis Brook (Executive Director, AIR) and Kris Cooper (Executive Director, People and Culture).

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 24 May 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 – 24 May 2022

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 24 May 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.

J Cartwright/ M Bain

Carried

5.2 Matters Arising Nil.

5.3 Action List

- a) **[AP7] Kaumatua Lunch invitation** – Harry Westrupp joined the Ara Board for lunch today. **Action Completed.**
- b) **[AP9] Ara Board Work Programme** – Stephen Town, Chief Executive, Te Pūkenga to attend the public excluded part of the meeting today. **Action Completed.**

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) **Enrolments** – Taking into consideration the exceptional year, the Board consider that Ara has held its own well and continues to be responsive to learners in the region.
- b) **Pacific Achievements** – the Board acknowledged and thanked the Director, Pacific Achievement, and the Pacific team for their hard work on activities as outlined in the report.
- c) **Health, Safety and Wellbeing** – Management advised of the pressures of workload and the wellbeing implications relating to the transition to Te Pūkenga and also due to the impact of Covid. It was noted that colleagues are anxious in terms of the upcoming consultation process with Te Pūkenga, and Ara Management are ensuring conversations and energies are being directed accordingly into this process.

6.2 Chair Report

- a) On behalf of the Board, the Chair thanked colleagues at Ara for the hard mahi that is being done under tough circumstances and hopes colleagues are taking care of themselves.
- b) The passing of former Ara Board and Council colleague, John Hunter was formally acknowledged. The Chair reflected on his “amazing mix of almost forensic oversight - numbers sang to him” and acknowledged John’s exceptional contribution to Ara over the years and the values, qualities and attributes he embodied, and he will be truly missed.

7 Information Items

7.1 Subcommittee Reports

- a) **Audit and Risk Committee** It was noted that the next meeting will be held on 30 June 2022.

- b) **Campus Redevelopment Committee** The meeting minutes of the Campus Redevelopment Committee on 30 May 2022 were received and contents noted.
- c) **Academic Committee** The report of the meeting held on 19 May 2022 was received, and contents noted. No discussion.

7.2 Ara Board Work Programme

The contents of the work programme were noted.

7.3 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 9.55am.

Dated:

Signed as a correct record

Chairperson *[note: signed via electronic signature]*

Ara Board Minutes - Action List as of 28 June 2022

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date

DRAFT

Ara Board 26 July 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 Emerge Exhibition

A highlight this month was the annual Emerge Exhibition. The event allows us to celebrate Bachelor of ICT students' collaborative work with our tech-sector partners at the end of their studies to graduate and emerge as competent tech practitioners of the future. It also provides a platform to strengthen our connection with the tech sector and showcase the tech space opportunities to priority groups. This was a wonderful example of our students working alongside industry on real world challenges. A significant number of these students were able to secure ongoing employment through this work.

1.2 South Canterbury Engagement

A further engagement on the Timaru campus plan is scheduled for 27 July 2022. It is being hosted by the South Canterbury Chamber of Commerce for us. I will be attending along with our Ara RMP colleagues. The focus of this session will be to address the concerns that arose from previous engagements that gave raise to some misunderstanding that we were intending to retrench from existing on-campus provision. We also wish to gain input from the local business community on what they would like to see in a regional vocational education hub and discuss opportunities for better utilisation of existing facilities.

1.3 Regional Skills Leadership Group

The Canterbury RSLG released their first report into the skills gaps and development needs of the region. The report can be found [here](#). The initial identified focus areas are Rangatahi (demographic group), Healthcare and Social Assistance, Digital Technology, and Manufacturing. Our role will be to engage with the RSLG as a partner to support the response plan to these focus areas. This will be aided by my recent appointment as a member to the RSLG.

1.4 Appointment of Director Pacific Achievement

After concluding an open market recruitment process, we can advise that Iosua (Sua) Tauti has been appointed to the role of Director Pacific Learner Achievement. This completes the establishment of key leadership roles focused on our priority for "Relentless Focus on Equity". We are pleased that Sua has been successful in gaining this position and is able to take up this role in a full time capacity. He recently concluded a secondment with Te Pūkenga as Equity Pacific Kaitautoko in the Partnership and Equity Team, where he was supporting the development of the national equity strategy. Insights from this secondment will be invaluable in supporting our local regional response. Congratulations Sua.

1.5 Blended Delivery Dual Enrolment Pilot – Ara and OPNZL

- Ara and OPNZL continues to collaborate to deliver the Secondary Tertiary Blended Delivery pilot at Ara. This aims to extend provision to the wider Canterbury region, enabling greater access for secondary school learners to access vocational education in a dual enrolment environment.
- Ara has been working closely with the OPNZL team to develop resources and capability to deliver the best possible learner experience through face to face and online delivery. Ara tutors have been working with OPNZL support teams to develop and adapt online resources, build capability and knowledge in using the iQualify platform for delivery, and understand how to analyse learner engagement through the platform to ensure early interventions to support learner engagement and success.
- In Semester 2, a new product is being launched – Barista L3, this offering will be available to learners in both South Canterbury and Christchurch/North Canterbury. To date there are 11 enrolments in Timaru and 16 enrolments and one application in Christchurch. It is expected that number will increase in both locations once Term 3 commences and learners return to school.
- Evaluation of this pilot continues as first assessments are being held. Expansion of the programme is being explored with other ITPs across the motu.

2 Ara Performance Summary – as at 11 July 2022

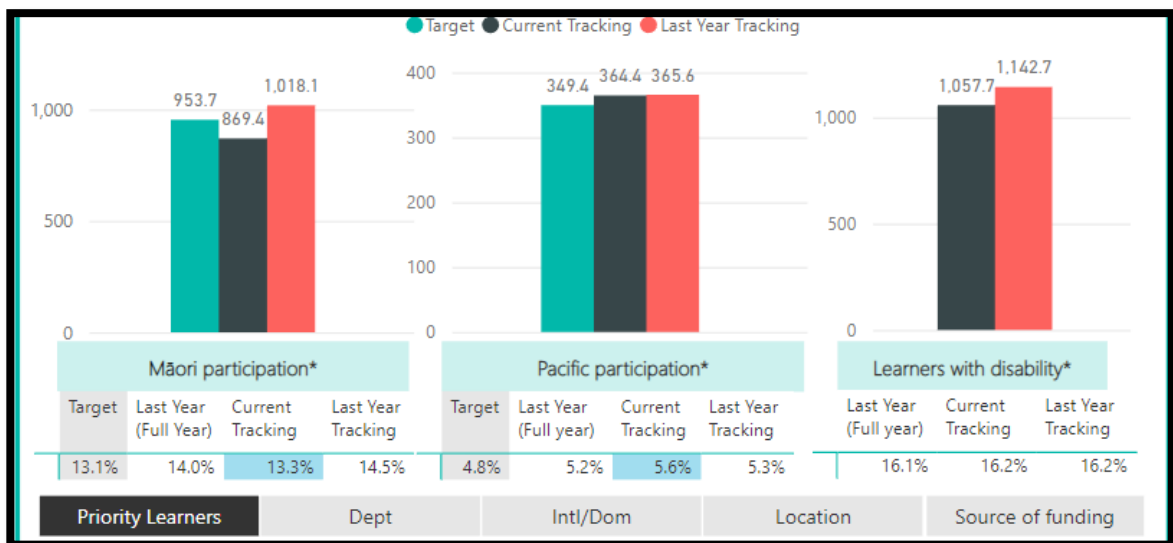
2022 Targets Summary			2021	2022	APS	CRE	EAS	EDI	HPR	Ara Institute of Canterbury Te Kōwhiri Raukiri
					HSI	HUM	TRA	ZTE	Other	
Enrolments (EFTS)			Actual	Target						
SAC Level 3+	5,316	6,546								
SAC Level 1-2	152	173								
ACE	33	88								
Trade Academy	181 (550 places)	179 (585 places)								
Youth Guarantee	60	80								
ITO	94	112								
Other	39	102								
Total Domestic EFTS	5,874	7,280								
Total International EFTS	168	177								
Total EFTS (including eCampus)	6,042	7,457								
Levels 1-2	382	515								
Levels 3-4	2,037	2,732								
Levels 5-6	1,110	1,378								
Level 7	2,429	2,741								
Levels 8-9	84	91								
Participation			Actual	Target						
Māori Student Participation Rate	13.4%	13.1%								
Pacific Student Participation Rate	5.4%	4.8%								
Student Experience			Actual	Target						
Student Satisfaction, all learners			79.5%	84.0%						
Student Achievement			Actual	Target						
Successful Course Completion										
All learners at levels 1-6			75.7%	84.0%						
All learners at levels 7-9			88.1%	94.0%						
Māori learners at all levels			75.7%	82.0%						
Pacific learners at all levels			75.2%	82.0%						
Overall all learners at all levels			80.9%	88.0%						
Financial			YTD period ending May	Actual YTD	Budget YTD	Budget FY				
Teaching Revenue			\$40.9m	\$41.9m	\$114.7m					
Other Revenue			\$2.1m	\$2.4m	\$6.1m					
Total Revenue			\$43.0m	\$44.3m	\$120.7m					
Other Costs			\$17.4m	\$16.5m	\$41.1m					
Staffing Costs			\$30.6m	\$31.4m	\$77.9m					
Total Expenses			\$48.0m	\$47.9m	\$119.0m					
Surplus (excluding abnormal items)			-\$4.9m	-\$3.6m	\$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 respondents that Strongly Agree or Agree with four benchmarked questions. Successful Course Completion is the EFTS-weighted proportion of successful completion of all assessed courses, with the level breakdown based on the level of the programme. Financial targets exclude abnormal items, and Other Costs includes Depreciation.

2.1 July 2022 – Key Points:

- a As of **11 July 2022**, Ara Global has enrolled 6,041.8 EFTS against a target of 7,457.4 EFTS (excluding potential). This equates to -8.7% compared to STLY. Position as at STLY was 6,616.7 EFTS.
- b Based on the current trends/patterns the end of year position (including all EFTS) is 6,917.99 EFTS.
 - i This is -671.91 EFTS lower the 2021 full year
 - ii 92.76% of the 2022 Ara target (7,457.4 EFTS)
- c Including potential EFTS, Ara Global has enrolled 6,722.4 EFTS. This is below 2021, STLY was 7,375.2 EFTS. This is a -8.9% variance. (All sources of funding).
- d Ara Global – All Domestic (sources of funding) enrolled 6,526.2 EFTS (including potential)
 - i 83.66% of target enrolled
 - ii -7.2% in the domestic funding market overall
- e SAC3+ has enrolled 5,946.8 EFTS (including potential). This is below 2021, STLY was 6,417.6 EFTS. This is a -7.3% variance.
- f 2022 International (including potentials)
 - i Ara Global (International) has enrolled 196.2 EFTS against a target of 177.5 EFTS (including potential).

g Priority Learners



h 2022 Applications (Semester 2 only)

Semester 2 applications are currently tracking at 2,836 and -23.8% behind compared to STLY.

3 Southern Campuses Update

3.1 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.

3.2 Information Items

a Timaru Learner Update

- i Semester one is now complete for all learner groups. It was a busy semester end for learners, finishing on a positive note with campus Pride events, South Canterbury Rugby "Green and Black" day and Trades BBQ.
- ii The Ara Rainbow Group was excited to run their first Pride events and hosted a creatively focused lunch time activity for Ara and then an afternoon event that invited the local secondary schools' rainbow groups to come along as well. There was great excitement when the Southern team took out three of the four winning spots for the Ara wide Express Yo'self competition.
- iii The Department of Trades had a learner who on their last day of the programme (semester one only delivery) provided some wonderful feedback to Ara about their experience. Feedback covered how she was so anxious and lacking in confidence that she did not think she could walk through the front doors. However, our team who met her at enrolment had stayed in touch, had arranged for her to meet the tutor in advance, and then on the learner's first day met her outside and walked with her into Ara and into her class. They also checked on her through the semester. She had plenty of great feedback about her tutor and about how she has never succeeded before in study and struggled with employment. Usually, a lot was related to her mental health and lack of confidence, so she often failed or gave up but during her study at Ara she felt like she learned the trades skills and, from the extra support the tutor provided, gained a newfound confidence in herself and her abilities. Her tutor helped her by encouraging her to seek employment and connected her with a local company during study for some experience and now she has started work with a company.
- iv Ara Painting and Decorating learners painted facilities for the NZ Raptor Trust and while there, got to experience holding the bird the trust had rehabilitated.

b Ara Colleagues

- i Semester two commencement and plans have been the focus of the team. Departments with semester two intakes are particularly focused on recruitment and conversion of applications to enrolments.
- ii Southern colleagues planned and implemented some great team activities over the month:
 - A Matariki event was planned and run. This was a wellbeing focused activity to bring colleagues together and celebrate Matariki and to take a moment to breath.
 - An Ara team participated in Operation Mindfall, a local free activity currently available through the Timaru District Council in which community members can book to participate in an outdoor 'escape room' like experience. The South Canterbury Museum were fantastic and arranged a booking for Ara only and our team was appreciative of the opportunity to complete the challenge.

- iii Southern colleagues have been engaging in the Te Pūkenga online workshops regarding change and feedback on these has been positive.
- iv The Ara promotion with the South Canterbury Chamber of commerce for the NZ Diploma in Business (level 5) has commenced and so far we have received sixty-eight enquiries both from individuals and from a business enquiring for more than one employee. The team is now working on converting the enquiries into enrolments.

3.3 External Engagement

- a The Ara sponsored Business Excellence Awards, coordinated and run by the South Canterbury Chamber of Commerce, was another successful event. It was wonderful to see so many ex-Ara graduates with their business/organisations across the day and to participate in the success of all the businesses who employ our graduates.
- b Ara hosted another two sector days for secondary school learners. Day One was a Health Sector Day involving the South Canterbury District Health Board and local professionals. Day Two was a Hospitality Services sector day involving visits to local business followed by practical sessions.
- c The BCITO have now officially moved onto the Timaru campus. Ara will hold the first Timaru based Painting and Decorating block courses in July. Ara, local industry and BCITO worked to provide this block course locally in response to local industry feedback and needs.
- d Ara with Master Painters Mid and South Canterbury ran a wallpapering workshop to allow local painting and decorating employees access to wallpapering experience. Wallpapering is a necessary skill but has limited exposure for the junior staff so Master Painters collaborated with Ara to arrange a two-day informal training opportunity with Master Painters and an Ara tutor upskilling local industry employees.
- e Ara Director Southern Campus attended the local Tongan Society event in July when they hosted the Tongan Prime Minister.

4 Update from Director, Pacific Achievement

4.1 General

The following is a summary of activities for May – June 2022.

4.2 Pacific Achievement Office

- a **Summary**
 - i The development of the Pacific Achievement Office has brought a breath of enthusiasm to the Ara community. There has been a lift in the successful course completions for Pacific learners which our Pre-Start, Cultural Home project and Pacific Mentoring and Tutoring programme have really been a key injection to the wrap around support for our Pacific learners and their families.
 - ii This has been a collaborative approach across Ara with multiple teams supporting the Pacific initiatives.
 - iii The Pacific Achievement team are now reviewing the projects to improve and increase the reach further to our wider southern campuses.

- iv The growth of Pacific staff has been visible, and learners and staff have been encouraged to see themselves in multiple areas. Ara has provided opportunities to develop several Pacific staff into leadership roles which has strengthened the Pacific voice across Ara.
- b Action:**
- i Director Pacific Achievement provided support to the People and Capability team on tailoring job descriptions, simplifying interview questionnaires, and marketing to the Pacific networks across Canterbury.
 - ii The onboarding strategy for Pacific learners like Pacific O2, Cultural Home, Pacific Mentoring and Tutoring programme have been the highlights across Ara for Pacific.
 - iii Have continued to bring more people onto the waka to paddle together.
 - iv Learners have been contacted and connected with 1-2 months earlier than usual.
 - v Phone calls, emails, and e-texts to all new Pacific semester two learners.
- c Outcome:**
- i 35% increase of Pacific staff over the last 12 months.
 - ii Pacific Successful Course Completion for this year is trending towards an improvement on the prior year.
 - iii Pacific learners and families feel supported in a culturally and inclusive way.
 - iv Learners are utilising support much earlier.

4.3 Pacific Week – 11-16 July 2022

a Summary

Pacific week is a new initiative that ran in the first week of the school holidays. These are the four initiatives:

- i Prospective learners in secondary schools (**Pacific Bloom**)
- ii Support new Pacific Ara learners in semester 2 (**Pacific O2**)
- iii On board our new Pacific Mentors and Tutors with a noho at TPW (**Pacific Mentoring and Tutoring Noho**)
- iv Collaborating with PISA who are running a noho for all PISA members at TPW (**PISA Noho**)

b Pacific Bloom

- i Pacific Bloom was a three-day holiday programme that welcomed Pacific secondary students to get support with NCEA level 1, 2, 3 from Ara tutors and mentors.
- ii Part of the programme was to inspire higher education through Pacific champions that share their story and how they have applied the Pacific culture through their work, business, community, and education.
- iii Ara had multiple departments supporting this kaupapa with Engagement and Marketing leading the delivery of Pacific Bloom and connecting with community, business, and secondary school teachers.

c Pacific O2

- i Pacific O2 is about onboarding our new Pacific learners into Ara and connecting them into the wider support services.
- ii Pacific O2 is a great place for Pacific learners to see themselves through staff, space and connect with other Pacific learners that are going through the same journey.
- iii Pacific O2 in semester one was a big part of the reason why our mentees, tutees, cultural home, and other services grew in participation and connection, so we have increased support in these areas. We currently have 85 registrations and growing.

d Pacific Mentoring and Tutoring Noho (PMTN)

- i What our Pacific mentors and tutors were wanting to know more about from our last retreat was:
 - Cultural Identity
 - Being Pacific in your profession
 - Preserving our stories as Pacific
- ii These are the key focus points to support our Pacific learners in our PMTN for semester two. We will also continue to build relationships through the village concept that keeps our Pacific learners engaged right through their studies.
- iii 90% of our mentors and tutors will be attending PMTN. The other 10% have placements for study and work commitments.

e PISA Noho

PISA (Pacific Island Students of Ara) Executive members have worked really hard to increase visibility around the Ara community. PISA has received a grant from the Ara Foundation to support their first PISA Noho so the Pacific team are working with PISA around the noho. At the time of writing, 50 registrations have been received for the noho and numbers will continue to rise of the coming days.

Ara Board Audit and Risk Committee Minutes

30 June 2022

Minutes of a meeting of the Ara Board Audit and Risk Committee held on Monday 30 June 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 and Andrea Leslie.

b Non-Voting Members

Darren Mitchell (Acting Chief Executive) and Christina Yeates (Minute Secretary).

c In Attendance

Thérèse Arseneau (Board Chair) and Tilly McKay (Ara Finance Manager).

Note: John Mackey, Director, Audit New Zealand in attendance for Agenda Item 3.3 only [1.10pm to 1.35pm].

1.2 Apologies

Michael Rondel (Independent Advisor).

2 Confirmation of Meeting Minutes

2.1 Minutes of the Audit and Risk Committee meeting of 7 March 2022

*It was **resolved** that the Minutes of the Ara Board Audit and Risk Committee meeting held on 7 March 2022 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

A Leslie/ M Bain

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 7 March 2022	s9(2)(i)
3.2	Matters Arising/Action List	s9(2)(i)
3.3	Audit 2021 Audit NZ Report to the Board	s9(2)(i)
3.4	Internal Audit Update [2022-2023]	s9(2)(i)
3.5	Risk Management Update	s9(2)(i)
3.6	Treasury Report	s9(2)(i)

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:

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[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.

4 Next Meeting

4.1 5 September 2022 [1.00pm].

There being no further business the meeting closed at 2.00pm.

READ AND CONFIRMED

Chair:

Date:

Ara Board 26 July 2022	Agenda Item	Ara Board [26 July 2022] Page 11 of 29 71c
		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 23 June 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"> Exceptional learning experiences Relentless focus on equity Greater regional access.
KEY ISSUES IDENTIFIED	Nil.
FINANCIAL IMPLICATIONS FOR ARA	Nil.
RISK IMPLICATIONS FOR ARA	Nil.
RATIONALE FOR EXCLUDING PUBLIC	N/A

Academic Committee Report

1 Satisfaction Rates

The Departments of Engineering and Architectural Studies, and Creative Industries attended and presented an overview of current solutions they have put in place to address the declining student satisfaction as evidenced in the recent Student Experience Survey. The solutions were comprehensive and both Heads of Department were commended for their honesty, transparency and proactivity in responding to the issues.

2 Extension to Programme Review dates

A small number of programme review dates were approved for extension. The majority of these were based on Te Pūkenga unification mahi that is either current taking place or planned.

3 Te Pukenga Collaborative Development Consultations

Academic Committee received the consultation documentation for both the Bachelor of Social Work and the Bachelor of Nursing suite. Representatives from each delivery department attended and provided an overview of the proposed programmes of study. Concern was raised regarding the development of teaching and learning resources and the timeframe these need to be developed and shared in for delivery Semester 1, 2023. For both programmes it was acknowledged that there is a strong focus on Ta Ao Māori, however this will have implications for capability and quality assurance because it relies heavily on strong interactions with Iwi and Hapū.

4 Portfolio Assurance and Academic Risk Committee

Whilst this committee has a good overview of academic risk across Ara, it was noted that there seems to be emphasis on items being identified, not because the volume or risk has increased but due to colleagues being more proactive in reporting risk. This was commended by the Academic Committee.

Ara Institute of Canterbury Ltd

Board of Directors

2022 Work Programme

as at 15 July 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) 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	
	16	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 Board Health and Safety – Schedule for Campus Walkabouts May to November 2022

Group 1: Jane, Andrea

Group 2: Maryann, Murray

Group 3: Therese, Bryn

Group 4: Melanie, Nettles

Group	Name	Date	Location	Dept	HoD
<i>Completed</i>	Bryn	24 May	Timaru	Hair & Beauty	Leonie Rasmussen
	Nettles	24 May	Timaru	Hair & Beauty	Leonie Rasmussen
	Te Pūkenga Council	8 June	U Block K Block TPW	HSI EAS Humanities	Mandy Gould Colin King/ Robert de Roo Te Marino Lenihan/ Audrey Spence
1	Jane Cartwright	July	City	Health Practice Manawa	Genevieve Togiaso
1	Andrea Leslie	July	City	Health Practice Manawa	Genevieve Togiaso
2	Maryann Geddes	August	City	Creative Industries	Hazel Barrer
2	Murray Bain	August	City	Creative Industries	Hazel Barrer
3	Therese Arseneau	Sept	Woolston	Trades	Peter Sauer
3	Bryn Thompson	Sept	Woolston	Trades	Peter Sauer
4	Melanie Taite- Pitama	Oct	Timaru	All areas	Leonie Rasmussen
4	Nettles Lamont	Oct	Timaru	All areas	Leonie Rasmussen
		Nov	City	tbc	
		Nov	City	tbc	

Briefing Sheet

Noting, the disruption due to Covid, the Ara Board to commence Health and Safety Walkabouts (LBWA's) around specific areas within all Ara Campuses through a planned schedule to November 2022, with quarterly reviews to determine if revisits are deemed necessary. The Board to be allocated into groups of two persons and walkabouts to specific areas scheduled separately to Board meeting times. Areas to be covered include Engineering and Architectural Studies (EAS), Trades, Creative Industries, Hospitality and Service Industries (HSI), Health Practice at Manawa and areas within the Timaru Campus to be determined in consultation with the Chief Executive and the Southern Campus Manager.

Principle and the role of the Board with reference to Health and Safety Walkabouts:

Principle behind the walkabouts is “influencing up”

- **Leading** by walking about (LBWA)
- **Hear** views of Ara colleagues first-hand
- **Understand what’s** not working
- **Demonstrate** visible commitment
- **Ask** effective questions.

Approach by the Board would be not as ‘Experts’ or ‘Inspectors’ but by their presence and involvement in the walkabout exercise; Board members should

- Create opportunities for meaningful health and safety conversations within Ara.
- Foster a climate of trust, respect, and open communication
- Understand work-as-done to identify early warning signs, as well as more effective ways of working
- Strengthen workforce engagement by ensuring people feel valued and involve
- While this is not an audit, you should keep a look out for anything that might be 'dodgy, dangerous or different'.

Creating health, safety and wellbeing walks and conversations that have impact

Asking questions about what matters ensures your questions focus attention on the things that will make the biggest difference to the health and safety performance of Ara. Research tells us what matters most is effectively managing:

- Risks – particularly critical risks that can cause serious harm
- Relationships – including overlapping duties with other PCBUs and relationships with colleagues that affect workplace culture
- Resourcing – including people, plant and processes.

Ask questions like:

- What does your work involve?
- Is there an optimal or ‘best’ way to carry out this activity?
- Can you talk me through that?
- Do you ever have to adjust the way you do the activity to the situation? How?
- How do you decide which way to proceed?

- What can we do to change or improve the situation?
- What can I do to help with that?

Outcomes

To show that the Board is engaged with good health, safety and wellbeing practice, through:

- strong visible leadership
- an understanding of all Ara People's role in ensuring a healthy and safe workplace
- the ability to influence and persuade.

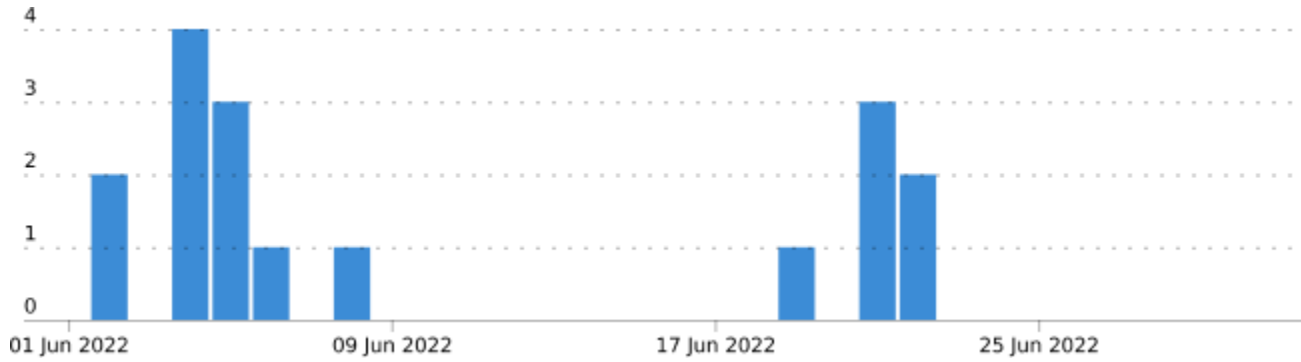
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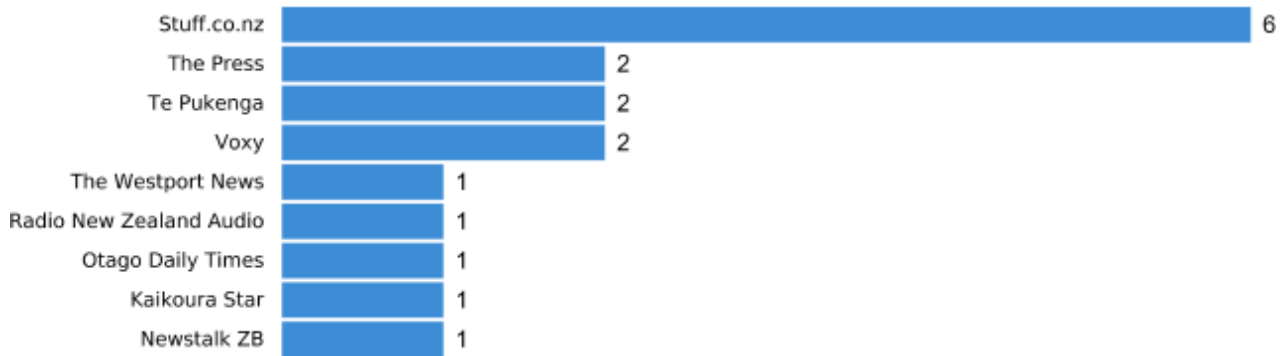
Ara Institute of Canterbury

Contains 17 items within the date range 01/06/2022 - 30/06/2022.

Volume



Sources



1. EXTERNAL SOURCES:

NZ's most attractive place to work in 2022 revealed in Randstad survey

From Stuff.co.nz, Melanie Carroll
Published 05:07 22/06/2022
Also from [Stuff.co.nz Business](#)
Keywords Ara Institute

Careers Expo in Kaikoura

From Kaikoura Star
Published 00:00 22/06/2022
Keywords Ara Institute

Student filmmaker tells Milford Road's story in new documentary - Te Pukenga

From Te Pukenga
Published 14:35 21/06/2022
Also from [Voxy](#)
Keywords Ara Tutor, New Zealand Broadcasting School

Kate Rodger reflects on a life with the stars

From Newstalk ZB, Newstalk ZB
Published 20:17 19/06/2022
Keywords Christchurch Polytechnic

Keeping the remote and rugged Milford Road open

From Radio New Zealand Audio
Published 11:53 08/06/2022
Keywords New Zealand Broadcasting School

Yes, they shall pass

From Otago Daily Times
Published 04:46 06/06/2022
Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

Former St Margaret's College teacher writes new play

From Stuff.co.nz, Charlie Gates
Published 19:20 05/06/2022
Also from Stuff.co.nz National, The Press print edition
Keywords NASDA

Playwright and poet Nathan Joe wishes he quit his day job earlier

From Stuff.co.nz, As told to Sharon Stephenson
Published 05:12 05/06/2022
Keywords New Zealand Broadcasting School

BULLER ELECTRICITY LIMITED

From The Westport News
Published 00:00 03/06/2022
Keywords Ara student

Life story: Douglas Caldwell was Christchurch's stylish 'Mr Jazz'

From The Press, Bruce Harding
Published 05:26 04/06/2022
Also from The Press print edition, Stuff.co.nz
Keywords CPIT

Partnership with Ara to benefit Open Polytechnic learners - Te Pukenga

From Te Pukenga
Published 16:33 02/06/2022
Also from [Voxy](#)
Keywords Canterbury, www.ara.ac.nz, Ara Institute

2. INTERNAL SOURCES:

Partnership with Ara to benefit Open Polytechnic learners based in Canterbury

Published 02/06/22

Student film featured in Doc Edge Film Festival

Published 10/06/22

Ara and the South Canterbury Chamber of Commerce boost local business capability in South Canterbury

Published 16/06/22

New Ara Biotech Labs Changing Student Experience

Published 17/06/22

Ara Beauty Therapy Students "Bestow" New Client Experience

Published 22/06/22

Wraparound support for every tertiary student in new Code of Practice

Published 30/06/22