



Ara Institute of Canterbury Limited

(the Company)

MEETING OF THE BOARD OF DIRECTORS

Date: 28 June 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 24 May 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 [next meeting 30 June 2022] b Campus Redevelopment Committee [30 May 2022] c Academic Committee [19 May 2022] 7.2 Ara Board Work Programme 7.3 Media Report
8.	General Business

NOTE:

11.15am Ara Board visit to Ōtautahi House.

12-12.20pm Ara Board lunch – joined by Harry Westrupp, Ara Kaumatua.

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 24 May 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 10.2 Executive Directors Big 5 Update Reports 10.3 Te Pūkenga a) Operating Model b) RFI – Preparation for Handover	[s9(2) (f), (i), (j)]
11.	For Information [For noting] 11.1 Trustees 11.2 Sub-Committee Reports a Audit and Risk Committee [next meeting 30 June 2022] b Campus Redevelopment Committee [30 May 2022] i) Update on Timaru Campus	[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)

Note:

12.30-1.30pm Stephen Town, Chief Executive, Te Pūkenga to join Ara Board meeting [public excluded] via zoom.

2022 Register of Disclosure of Conflicts of Interest

Last update as of 24 May 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

<p>Darren Mitchell Acting Chief Executive</p>	<ul style="list-style-type: none"> • Ōtautahi Education Development Trust (Trustee) • Ara Foundation (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)

24 May 2022 at 9.40am

Minutes

These are the minutes of a meeting of the board of the Company held on 24 May 2022 in Room TA210, Boardroom, Timaru Campus and via zoom.

1 Karakia

2 Welcome

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

Apologies Andrea Leslie (Director), Melanie Taite-Pitama (Deputy Chair) and Te Marino Lenihan (Executive Director, Te Tiriti Partnerships).

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 4 May 2022 was received and noted.
- b) There were no disclosures identified relevant to any Agenda items for the meeting however, Bryn Thompson, Ara Board Director, declared the following additions to the disclosures register:
 - i) Workbased Learning (WBL) Ltd (Deputy Chair and Director) noting fulfilment of Acting Chair role for June and July 2022
 - ii) Workforce Development Council (WDC) Manufacturing, Engineering and Logistics – Hana-aro-Rau [Member of industry stakeholder group]
- 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 – 29 March 2022

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 29 March 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) **[AP6] Disability and Inclusion Plan** – included in today's meeting papers under agenda item 11.2. **Action closed.**
- b) **[AP7] Kaumatua Lunch invitation** – Harry Westrupp to be invited to join the Board for lunch at the next in-person meeting. **Carried forward to 28 June 2022.**

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** – Continuing to see the trend of softer application and enrolment numbers both locally and nationally in general across tertiary education and the Board noted that this is likely an ongoing issue for Ara.
- b) **Pacific Achievements** – the Board acknowledged and thanked the Director, Pacific Achievement and his team for their hard work on activities as outlined in the report.
- c) **Health, Safety and Wellbeing** – the Board Health and Safety Charter was endorsed and the updated Terms of Reference for the Health, Safety, Wellbeing Leadership Group [HSWLG] were noted, in particular, that the Board can appoint a proxy. The Board queried if the Chief Executive was required to still Chair the HSWLG going forwards. It was agreed that, as it is vital to our core business and has worked effectively with the Chief Executive as Chair until now, there is no reason to change, particularly as it is only to the end of this year.

6.2 Chair Report

- a) The Board wished to officially acknowledge the passing of Dame Aroha Hōhipera Reriti-Crofts, a staunch and loyal supporter of Ara, a woman of great influence and impact who will be greatly missed by her whanau, hapū, iwi and broader community. The Board wished to extend their official condolences on behalf of Ara.
- b) The Board noted that the Chair will be overseas for the month of June and that Melanie Taite-Pitama, Deputy Chair will fulfil the role of Acting Chair in the Chair's absence.

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** It was noted that the next meeting will be held on 30 May 2022.
- c) **Academic Committee** The report of the meeting held on 14 April 2022 was received, and contents noted. No discussion.

7.2 Common Seal Report

- a) The report was taken as read and contents noted for the affixing of the Common Seal from 1 December 2021 to 24 May 2022.
- b) It is hoped there will be a physical Graduation meeting before end of 2022 – noting the logistical challenge due to its size but one idea is for it be spread over a couple of days.

7.3 Ara Board Work Programme

The contents of the work programme were noted.

- a) **June meeting** Stephen Town, Chief Executive, Te Pūkenga to be invited to join the Ara Board meeting on 28 June 2022. [AP9 CY/DM]

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 9.55am.

Dated:

Signed as a correct record

Chairperson *[note: signed via electronic signature]*

Ara Board Minutes - Action List as of 24 May 2022

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
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	28 June 22
AP9	24 May 22	7.3	Ara Board Work Programme	Stephen Town, Chief Executive, Te Pūkenga to be invited to join the Ara Board meeting on 28 June 2022.	Ara Board Secretary/ Chief Executive	Confirmed post-meeting	28 June 22

DRAFT

Ara Board 28 June 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

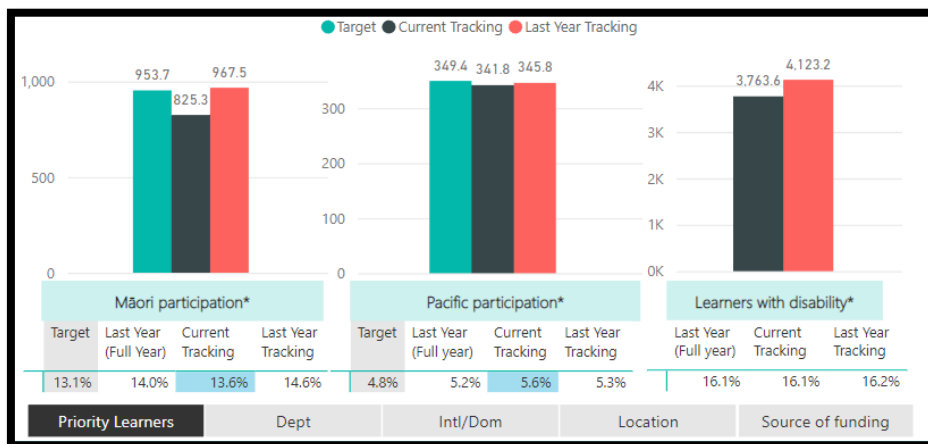
Public Meeting

1 Ara Performance Summary – as at 14 June 2022

2022 Targets Summary			2021	2022	APS	CRE	EAS	EDI	HPR	Ara
					HSI	HUM	TRA	ZTE	Other	Part of Life of Canterbury and the West Coast
Enrolments (EFTS)			Actual	Target						
SAC Level 3+	4,928	6,546								
SAC Level 1-2	125	173								
ACE	23	88								
Trade Academy	180 (528 places)	179 (585 places)								
Youth Guarantee	54	80								
ITO	84	112								
Other	39	102								
Total Domestic EFTS	5,433	7,280								
Total International EFTS	163	177								
Total EFTS (including eCampus)	5,596	7,457								
Levels 1-2	340	515								
Levels 3-4	1,889	2,732								
Levels 5-6	1,064	1,378								
Level 7	2,231	2,741								
Levels 8-9	72	91								
Participation			Actual	Target						
Māori Student Participation Rate	13.7%	13.1%								
Pacific Student Participation Rate	5.5%	4.8%								
Student Experience			Actual	Target						
Student Satisfaction, all learners	withheld	84.0%								
Student Achievement			Actual	Target						
Successful Course Completion										
All learners at levels 1-6	71.7%	84.0%								
All learners at levels 7-9	81.3%	94.0%								
Māori learners at all levels	65.1%	82.0%								
Pacific learners at all levels	73.6%	82.0%								
Overall all learners at all levels	72.7%	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						

1.1 June 2022 - Key points:

- a As of 14 June 2022, Ara Global has enrolled 5,595.6 EFTS against a target of 7,457.4 EFTS (excluding potential). This equates to -9.2% compared to STLY. Position as at STLY was 6,163.15 EFTS.
- b Including potential EFTS, Ara Global has enrolled 6,270.0 EFTS. This is below 2021, STLY was 6,932.0 EFTS. This is a -9.5% variance.
- c Ara Global - All Domestic (sources of funding) enrolled 6,090.6 EFTS (including potential)
 - i 83.66% of target enrolled
 - ii -7.9% in the domestic funding market overall.
- d Priority Learners



- e **2022 International (including potentials)**
Ara Global (International) has enrolled 181.4 EFTS against a target of 177.5 EFTS.

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 “Positivi-tea” event was hosted by Timaru Library. Learners came along for a cup of tea and some positive fun/interactions for a small winter warmer.
- ii Ara pink shirt day was a success with plenty of pink and fun compliment packs.
- iii STARZ Restaurant was open for great lunch time service. Along with the Art of hospitality event for Mountainview High Students earlier in June.
- iv Pride Month promotions scheduled over the remainder of June are:
 - Online Ara wide Art event asking learners to “Express Yo’self!” through Art using photos/sculpture/music/poems to express what Pride means for them.
 - Pride themed lunch time activity on 28 June 2022 in Timaru for all learners “Cookies, Cuppas and Crafting”, with special limited edition pride cookies from local supplier, Llama Cookie Drama.
 - Also, on 28 June 2022 is the Ara Rainbow Group “Pizza, Pronouns and Positivity” hosted for Ara learners, Year 12/13 high school learners and community members.
- v Timaru campus hosted the first Open Polytechnic learners who, under the new agreement with OPNZ, were able to use facilities for a group meeting.

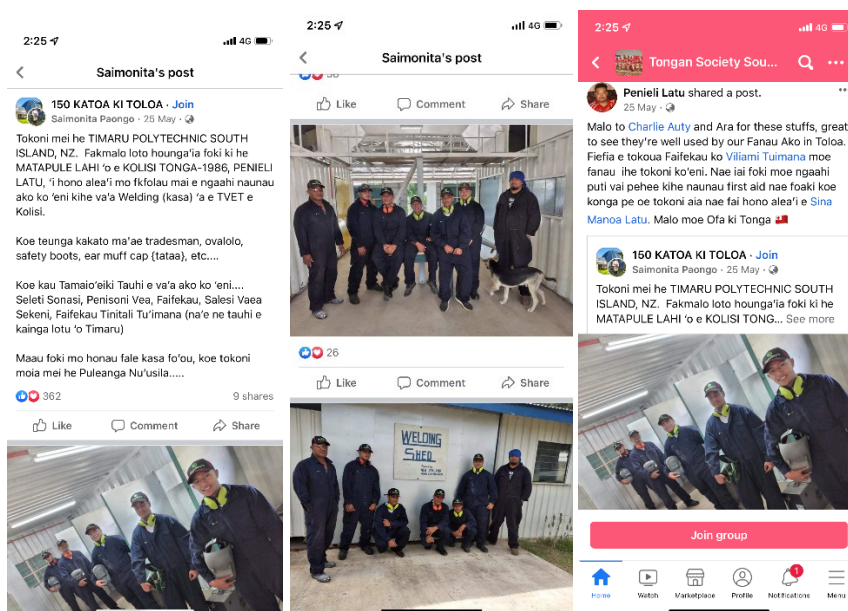
b Ara Colleagues

- i Southern Discovery Group continues to build on work from last year with the continued focus on team culture and engagement. Recent fun events included a Queen themed Queen’s Birthday virtual quiz. The Discovery Group is also working on ways to increase colleagues’ engagement and proactive participation with Te Pūkenga/Ara communications alongside Ara BAU items like increased use of SafePlace, etc.
- ii A Te Pūkenga People Culture and Wellbeing strategy workshop held at the Timaru campus for Ara and ITO colleagues was successfully with approx 30 colleagues actively participating in the event. Positive feedback was received from colleagues with regards to Te Pūkenga whanau being onsite for this workshop.

c External Engagement

- i Ara has launched an exclusive promotion with the South Canterbury Chamber of Commerce which allows Chamber members to undertake free part time study on courses towards the NZ Diploma in Business Level 5 onsite at Timaru campus or via the online live zoom classes over Semester Two 2022. The promotion was launched on 14 June 2022 and provides increased access to professional skills and study for any employee of a Chamber member. The blended delivery method allows businesses and their employees in smaller towns outside of Timaru campus locations, ie Lake Tekapo, Twizel, etc to also access these courses.

- ii Trades Sector Day - Ara in partnership with Venture Timaru hosted a successful trades sector day for year 11/12 high school learners. Two further sector days covering Hospitality Services and Health, Science and Education are scheduled for 29 and 30 June 2022.
- iii An Ara colleague who attended the Pacific Cultural Competency Workshop reported feeling extremely proud to work at Ara due to the verbal feedback from the external parties' positive comments regarding Ara tutor Jason Tiatia and his manner of delivery clearly having a positive impact on the attendees.
- iv BCITO have confirmed they will relocate their two Timaru team members onto the Ara Timaru campus. Ara is currently finalising this with a goal to have them onsite for July. The BCITO has also confirmed one new employee will join their existing BCITO colleague at the Ara Ashburton campus. We are excited to welcome more of our Te Pūkenga whanau into the Southern campuses.
- v For Ara rugby fans – for the first time in 16 years, the South Canterbury team will compete in the Ranfurly Shield against Hawkes Bay. Ara will be featured as a sponsor on the front of the teams limited edition Ranfurly shield game shirt. Our Rugby loving colleagues and learners are looking forward to watching their favourite team hopefully win the match and stay in the running to win the shield. This opportunity was brought to Ara by colleague Cody McMinn. It is great to have colleagues proactively looking for positive promotional opportunities that match our learner demographics.
- vi Ara Southern team gathered a variety of PPE and equipment that was no longer required but was still of good quality and provided this to the local Tongan community so it could be sent to Tonga and redistributed to help resource training for youth who needed some extra gear following the impact of the December 2021 eruptions. Images below from social media post in Tonga and locally.



- vii Ara Business Development and Engagement representatives have been out and about meeting with small and large groups discussing Ara study options for Semester Two. For example, attending the Mama coffee group for the Aoraki Pacific Community/Cultural Group; the CATE (Careers Advisors and Principals, Southern region) with the meeting in June having a Te Pūkenga presentation from Elizabeth Schmidt, Ara's Transition Support Manager.

- viii MP for Rangitata, Jo Luxton, visited the Ara Timaru campus.
 - Jo Luxton met with the Ara Rainbow group to receive feedback from local Rainbow youth about their thoughts as part of her work around Rangitata districts Rainbow community.
 - Director of Southern campuses also met with Jo Luxton to discuss Ara’s current work in the Rangitata district. High level discussion covering a board arrange of activities – Social Work pathway, community groups support via our facilities, Engineering workshop build, stakeholder engagement into the longer-term regional Master Plan developments. Also discussed was Ara’s proactive and positive participation in the transition to Te Pūkenga and work to support the wider Te Pūkenga whanau and their learners, ie Open Polytechnic, BCITO, Primary ITO, etc.

3 Update from Director, Pacific Achievement

3.1 General

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

3.2 Pacific Industry Mentor

a Summary:

- i The Pacific Industry Mentor project is to support our Pacific learners transition into employment. The target areas are Pacific learners that are finishing their last six months of their course.
- ii The Pacific Industry Mentors are past Pacific students who have studied at Ara as well as those who work in the specific industry.
- iii The Pacific Achievement Office (PAO) is building a database of Pacific Industry Mentors from multiple avenues.
- iv Our Project Manager Sefa Faletanoai who leads this Pacific initiative has approached multiple industries and businesses to discuss “what does it take to be an industry mentor and how are they best utilised in this area?”.

b Actions:

- i Sefa has gone into the market to collate information to support the Pacific Industry Mentor Project.
- ii PAO has built strong relationships with the Pacific Business Collective; these Pacific business owners are now interested in supporting the Pacific Industry Mentoring Project and helping Pacific learners into employment.
- iii PAO have targeted Pacific students from past Pacific scholarship winners, Eke Panuku Awards, Pacific Trades Training, and apprenticeships. These areas will be high priority for the PAO to connect with moving forward.

c Outcomes:

- i Pacific Business owners are willing to support the Pacific Industry Mentoring Project.
- ii Understanding which industries have a high number of potential Pacific industry mentors.
- iii Database collection is 50% completed inhouse.

3.3 Ava Ceremony Protocols

a Summary

- i Our Cultural Advisor Fitifiti Lutua's key area of focus is to create specific cultural event protocols that breaks down the why and how to apply these cultural practices in our day-to-day work.
- ii These cultural protocols will also support Ara staff to understand how to welcome Pacific learners, how to set the environment to reflect our Pacific people, unpacking the "Why" for our Pacific learners and inspiring staff to create tools that support the learning for our Pacific people.

b Actions:

- i A draft of the Ava Ceremony protocols has been created. Key elements to this are:
 - **Fonofale** (Guest House)
The Fonofale is the heart of the village. It's a place of learning and where our Pacific learners and staff find peace, comfort, and love.
 - **Pacific Welcome**
Introducing all learners and staff with a Pacific welcome will enrich their cultural experience and knowledge which will lead to more honest and open discussions.
 - **Environment**
When the environment can reflect our Pacific learners and staff it sets a place of comfort and belonging.
 - **Participation**
Seek to understand the Pacific learners and their whanau's "Why". This is a way of Hono (connect); it is Aroha (respect). We can then use this to Hihiri (Inspire) our Pacific learners to keep going.
 - **Binding the relationship**
By binding we are walking alongside with our Pacific learners. We must have the right tools to take them through their journey. Some tools created so far are Pacific Peer Mentoring and Tutoring, Cultural Home, Pacific O2, Pacific Bloom, Pasifika Rise, Pacific Scholarships, etc.
- ii The Ava Ceremony was delivered at the Ara Leaders' Forum recently which gave a cultural experience around the protocols highlighted above.
- iii The Pacific staff and learners were involved in hosting all our leaders and the Big 5 strategic focus was front and centre.
- iv Five Ara leaders in the Ava ceremony were given the opportunity to speak on the Big 5 that they represent and share their "Why" on the importance of the role they play in the area of Equity.

c Outcomes:

- i 90% - 95% of Ara leaders got to experience an Ava Ceremony for the first time.
- ii There is a greater appreciation on the importance of setting the tone early and having a basic understanding of culture.
- iii Draft Ava Ceremony protocols.
- iv Increased visibility of the new Pacific Achievement Office and the projects they are leading.

3.4 Pacific Island Students of Ara (PISA) Executive

a Summary

- i PISA is our most active student group on campus. It has seven executive members along with two representatives from the Trades campus and two from the Manawa campus.
- ii PISA has led the first two Pacific Language Weeks with several engagement activities throughout those weeks. The majority of the executive are also mentors and tutors in the Pacific Peer Mentoring and Tutoring programme.
- iii PISA have been a breath of fresh air with a new leadership team and passion to not only be great in their studies but support the wider Pacific students across multiple campuses.

b Actions:

- i PISA host volleyball and kai sessions every Wednesday for all students to connect and build their network of whakawhanaungatanga.
- ii PISA hosted the Rotuman and Samoa Language Weeks with six events going on at City, Trades and Manawa campuses. These were all supported by the Pacific Achievement Office.
- iii General online PISA meeting to register new students and introduce them to the PISA Executive and discuss what's going on in the student life environment.

c Outcomes:

- i All students feel like there is a place to connect socially and actively.
- ii Pacific languages are front and centre.
- iii The Pacific student voice is growing at Ara and Pacific learners feel like their voice is important.
- iv PISA and PAO building strong relationships to better serve our Pacific learners and families.

Ara Board Campus Redevelopment Committee Minutes 30 May 2022

Minutes of a meeting of the Ara Board Campus Redevelopment Committee held on Monday 30 May 2022 at 9.34am in Room G202, Ara Boardroom and via zoom.

1 Welcome

2 Meeting Business

2.1 Attendance

a Voting Members

Bryn Thompson (Chair), 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 Jane Cartwright.

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 4 April 2022

*It was **resolved** that the Minutes of the Campus Redevelopment Committee meeting held on 4 April 2022 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

A Leslie/C King

Carried

4.2 Business Arising out of the meeting

Nil.

5 General Business Nil.

6 Public Excluded

9.36am

*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) 4 April 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) Bluestone House | |

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)(a)] – Protect the privacy of natural persons, including that of deceased natural persons
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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.

There being no further business the meeting closed at 10.31am.

READ AND CONFIRMED

Chair:

1 August 2022

Ara Board 28 June 2022	Agenda Item	7.1c
	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 19 May 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"> Relentless focus on equity Exceptional learning experiences 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 Academic Policies

The following policy changes were presented and approved.

- **APP803b Code for the Responsible Conduct of Research:** Code amended to ensure if learners are involved as co-authors with an Ara colleague the learner will appear as the first author.

2 Tuition Hours Proposal

A proposal was received from the AIR Academic team relating to guidance for departments regarding the recommended ratio between 'tuition' teaching hours and self-directed learning hours dependant on course level. There was agreement on a level of tolerance of 5% above or below for delivery. Academic Committee endorsed the proposal, with some minor edits, to be presented to Te Kāhui Manukura.

3 2021 Student Experience Survey

The summary report was presented to the Committee. It was highlighted that the Net Promotor Score question was added for the first time. This provides Ara with a benchmark going forward for increased analysis when the 2022 survey data is available. The NPS is also being included in the other Ara centralised survey tools from 2022.

Feedback provided a clear theme regarding mental health and wellbeing in terms of what is being done well and what more can be done. It was acknowledged that this aligns with the trends coming through Student Voice.

Whilst satisfaction levels remained stable, concern was raised regarding the downward trend in satisfaction levels in the Engineering and Architectural Studies department. The management team of the department are being invited to the next meeting to discuss what approaches they are taking to address the declining satisfaction and the support required to do this.

4 Research and Knowledge Transfer Committee

The Director, Academic and Research reported that the majority of colleagues engaged in research activity had not provided a research plan for 2022. Directors were asked to follow this up with individual department heads. An updated report will be reported at the next meeting.

Ara Institute of Canterbury Ltd

Board of Directors

2022 Work Programme

as at 8 June 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	
	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

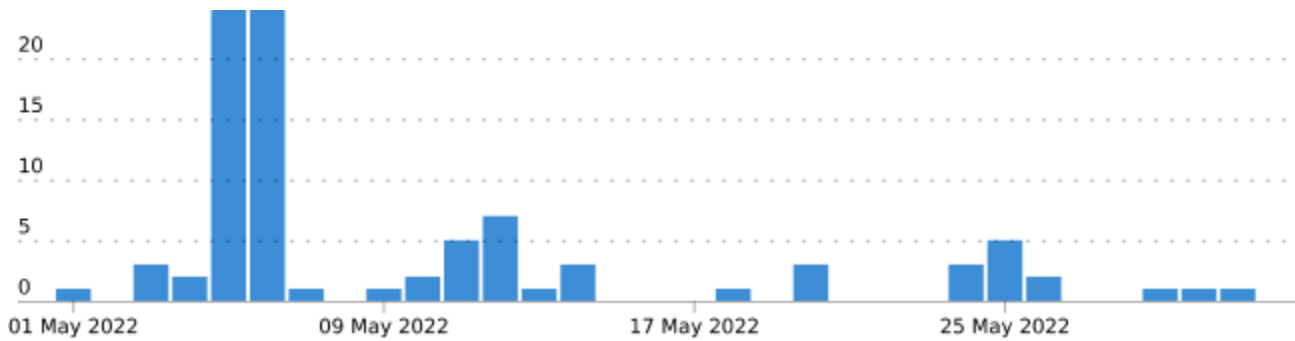
Waitangi Day – Observed Mon 7th February
Otago Anniversary – Mon 21st March (Oamaru campus closed)
Good Friday – Fri 15th April
Easter Monday – Mon 18th April
Easter Tuesday – Tues 19th April
ANZAC Day observance – Observed Mon 25th April
Queen’s Birthday – Mon 6th June
South Canterbury Anniversary Day (Timaru campus closed) – Mon 26th September
Labour Day – Mon 24th October
Canterbury Anniversary/Show Day (Christchurch campuses closed) – Fri 11th November



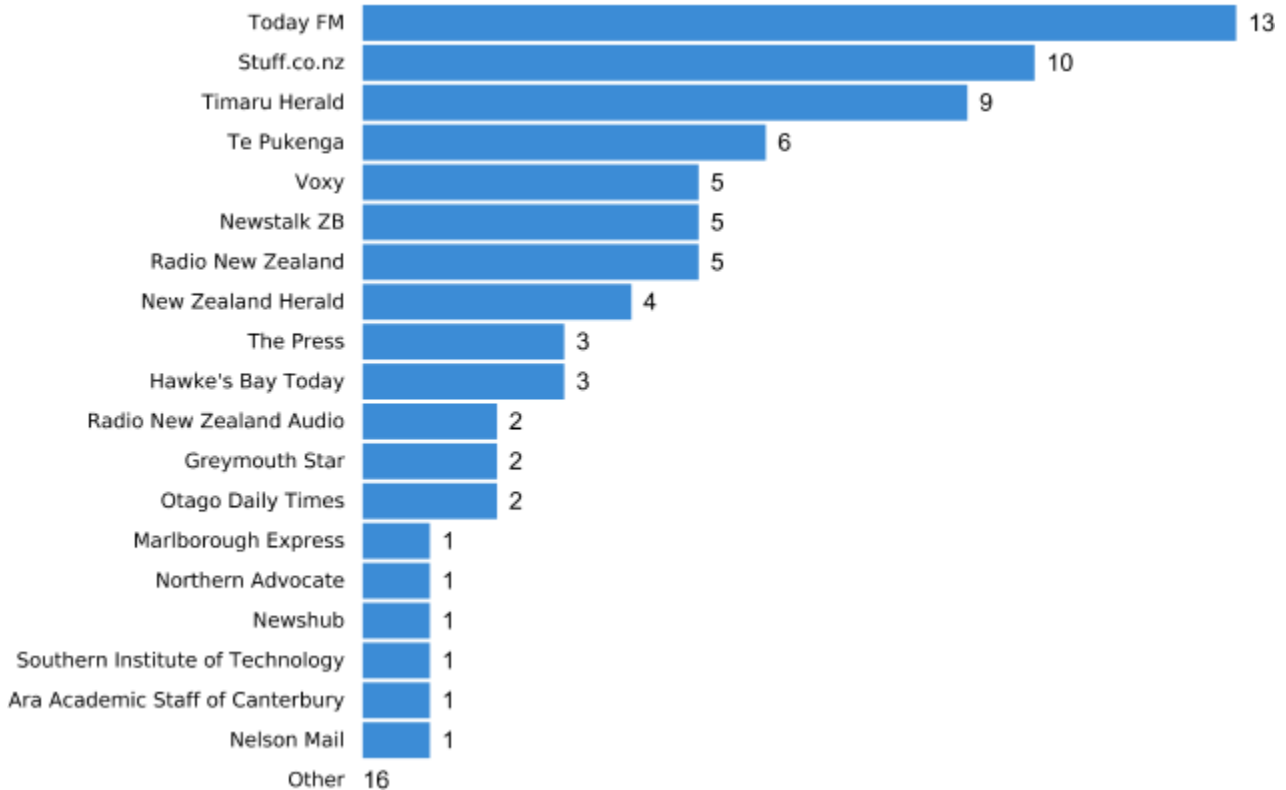
Ara Institute of Canterbury

Contains 91 items within the date range 01/05/2022 - 31/05/2022.

Volume



Sources



1. EXTERNAL SOURCES:

Christchurch Mayor Lianne Dalziel: No other place on the planet has a Ministry of Awesome

From New Zealand Herald, NZ Herald
Published 06:01 31/05/2022
Keywords Ara, Canterbury, Ministry, Awesome, Te Ōhaka's, Ara Institute

Rewind Radio is All That and a bag of chips

From Indian News Link
Published 00:48 30/05/2022
Keywords New Zealand Broadcasting School, Canterbury's, Ara Institute

A wearer of many hats

From Wanaka App
Published 10:18 29/05/2022
Keywords Aoraki Polytech

Startup Advisors Council appointed

From NZ Government
Published 09:23 26/05/2022
Also from [NZ Government, EVs and Beyond](#)
Keywords Ara, Canterbury, Ministry, Te Ōhaka, Awesome, Ara Institute

Largest public housing project in 50 years confirmed in South Canterbury

From Stuff.co.nz, Rachael Comer
Published 17:20 25/05/2022
Also from [Stuff.co.nz National, Timaru Herald print edition](#)
Keywords Ara Institute

Rewind Radio is all that and a bag of chips

From Te Pukenga
Published 08:03 25/05/2022
Also from [Voxy](#)
Keywords
www.ara.ac.nz, new-zealand-broadcasting-school, New Zealand Broadcasting School, Canterbury's, Ara Institute

Feel-good show so much fun it should be illegal

From Hawke's Bay Today, Hawkes Bay Today
Published 12:00 24/05/2022
Also from [Hawkes Bay Today M-F](#)
Keywords NASDA

Healthy School Lunches Seminar hosted at Ara in Timaru

From Te Pukenga
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Also from [Voxy](#)
Keywords Canterbury, www.ara.ac.nz, Canterbury's, Ara Institute

GWC help funds Pasifika study programme for NCEA students

From University of Canterbury
Published 13:16 20/05/2022
Keywords Canterbury, Ara Institute

Look at moi! Fun events to check out this weekend

From The Press, Vicki Anderson
Published 05:02 20/05/2022
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Keywords Ara music

Hansard: McLellan, Tracey: General Debate

From New Zealand Parliament
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Keywords Ara, campus

Legendary Canterbury jazz musician dies

From Greymouth Star
Published 00:00 14/05/2022
Keywords Canterbury, Ara Institute

Finalists announced for South Canterbury Business Excellence Awards

From Timaru Herald, Keiller MacDuff
Published 05:59 14/05/2022
Also from [Timaru Herald print edition](#)
Keywords Canterbury, Ara Institute

Broadcasting School: Former students and current learner frustrated at report

From New Zealand Herald, NZ Herald [PAYWALL]
Published 20:19 12/05/2022
Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

Early childhood diploma at Ara Timaru campus proves a success

From Timaru Herald, Yashas Srinivasa
Published 15:09 12/05/2022
Also from [Timaru Herald print edition](#)
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The hidden barrier holding metoo back - and the women who are challenging it

From Stuff.co.nz, Alison Mau
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Keywords Ara Canterbury, New Zealand Broadcasting School

Legendary Canterbury jazz musician Doug Caldwell dies aged 94

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Published 22:52 11/05/2022
Also from [Stuff.co.nz National](#), [Stuff Entertainment News](#)
Keywords Canterbury, Ara Institute

Timaru Early Childhood Diploma provides local training - Te Pukenga

From Voxy
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Keywords www.ara.ac.nz, Canterbury's, Ara Institute

Apprenticeship funding welcomed in South Canterbury

From Timaru Herald, Keiller MacDuff
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Timaru Early Childhood Diploma provides local training - Te Pukenga

From Te Pukenga
Published 13:33 11/05/2022
Keywords www.ara.ac.nz, Canterbury's, Ara Institute

Displaying professional expertise with Ara's digital badges - Te Pukenga

From Te Pukenga
Published 10:05 11/05/2022
Also from [Voxy](#)
Keywords www.ara.ac.nz

Bullying, sexual harassment and racism exposed in NZBS investigation

From School News
Published 12:29 10/05/2022
Keywords Ara, NZ Broadcasting School, Canterbury's, Ara Institute, Therese Arseneau

Tech boot camps to beat the talent shortage

From ITP Techblog
Published 09:51 10/05/2022
Keywords Canterbury, Ara Institute

'Do you deserve to keep your job?' Tova grills Police Minister over rising youth crime

From Today FM
Published 08:09 09/05/2022
Keywords New Zealand broadcasting School

What's it like to turn 21 in the middle of a pandemic?

From The Spinoff, Sam Brooks
Published 05:44 07/05/2022
Keywords NASDA

Independent investigation and review into New Zealand Broadcasting School

From Ara Academic Staff of Canterbury
Published 19:18 06/05/2022
Keywords New, Zealand, School, Canterbury, Broadcasting, New Zealand Broadcasting School, Ara Institute

New Zealand Broadcasting School 'behind the modern era' of teaching

From Today FM
Published 15:34 06/05/2022
Also from [The Rock](#)
Keywords New, Zealand, School, Canterbury, New Zealand] Broadcasting School, Broadcasting, Ara Institute

New Zealand Broadcasting School 'behind the modern era' of teaching

From Today FM
Published 15:09 06/05/2022
Keywords New, Zealand, School, Canterbury, Broadcasting, New Zealand Broadcasting School, ARA Institute

Music Arts graduate honoured to drum at official Gallipoli commemorations - Te Pukenga

From Te Pukenga
Published 14:04 06/05/2022
Also from [Voxy](#)
Keywords www.ara.ac.nz

Former New Zealand Broadcasting School student reveals 'toxic' drinking, bullying culture

From Today FM, Tova O'Brien
Published 12:00 06/05/2022
Keywords New, Zealand, School, Canterbury, Ara [Institute, Broadcasting, New Zealand Broadcasting School

Former New Zealand Broadcasting School student reveals 'toxic' drinking, bullying culture

From Today FM
Published 11:49 06/05/2022
Keywords New, Zealand, School, Broadcasting, New Zealand Broadcasting School, New Zealand broadcasting School

The Chorus for Friday May 6

From The Kaka by Bernard Hickey, Bernard Hickey

Published 11:46 06/05/2022

Keywords New Zealand Broadcasting School

Today FM 10am - Item 4

From Today FM

Published 10:49 06/05/2022

Keywords New Zealand Broadcasting School

Today FM 9am - Item 3

From Today FM

Published 09:18 06/05/2022

Keywords New Zealand Broadcasting School

Call for change at NZ Broadcasting School

From Radio New Zealand

Published 08:39 06/05/2022

Also from [MSN](#), [Greymouth Star](#)

Keywords School, Canterbury, Broadcasting, New Zealand Broadcasting School, NZ, Ara Institute

NZ Broadcasting School review finds bullying rife

From Radio New Zealand Audio

Published 08:02 06/05/2022

Keywords School, Broadcasting, New Zealand Broadcasting School, NZ

Toxic culture of sex, bullying

From The Press, Alison Mau

Published 05:00 06/05/2022

Also from

[Nelson Mail print edition](#), [Southland Times print edition](#), [Dominion Post print edition](#), [Timaru Herald print edition](#), [Marlborough Express print edition](#)

Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

Ara broadcasting school review uncovers culture of bullying

From Radio New Zealand Audio
Published 18:14 05/05/2022
Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

RNZ National 5pm - Item 5

From Radio New Zealand
Published 18:02 05/05/2022
Keywords New Zealand Broadcasting School

Today FM 5pm - Item 1

From Today FM
Published 17:17 05/05/2022
Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

Newstalk ZB Wellington 4pm - Item 4

From Newstalk ZB
Published 16:28 05/05/2022
Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

Newstalk ZB Christchurch 4pm - Item 4

From Newstalk ZB
Published 16:27 05/05/2022
Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

Today FM 4pm - Item 1

From Today FM
Published 16:13 05/05/2022
Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

Independent review raises concerns over culture at NZ Broadcasting school

From Radio New Zealand
Published 16:12 05/05/2022
Keywords Ara, Canterbury, school, Broadcasting, New Zealand Broadcasting School, NZ, Ara Institute, Therese Arseneau

Today FM 3pm - Item 1

From Today FM
Published 15:20 05/05/2022
Keywords New Zealand broadcasting school

RNZ National 2pm - Item 5

From Radio New Zealand
Published 14:28 05/05/2022
Keywords New Zealand Broadcasting School, Ara Institute

Newstalk ZB Wellington 2pm - Item 3

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Published 14:22 05/05/2022
Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

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Keywords New Zealand Broadcasting School, Ara Institute

NZ Broadcasting School report reveals poor culture of behaviour

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Published 14:09 05/05/2022
Keywords Ara institute, School, Broadcasting, New Zealand Broadcasting School, NZ

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Keywords Canterbury, Ara [Institute, New Zealand Broadcasting School

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Keywords Canterbury, New Zealand Broadcasting School, Ara Institute

Ara releases NZBS investigation report - Te Pukenga

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NZ Broadcasting School inquiry: Report reveals racist comments, sexual harassment, atmosphere ripe for bullying

From New Zealand Herald, By Katie Harris
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Vouchers for Good fundraiser

From Te Puke Times
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'There's just not enough of us,' says South Canterbury midwife

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Also from [Timaru Herald print edition](#), [Stuff Health](#), [Timaru Herald print edition](#)
Keywords Ara Midwifery

Famous Chefs Luncheon returns, 'inspiring next generation of chefs'

From Southern Institute of Technology
Published 14:21 03/05/2022
Keywords Ara Institute

Christchurch festival celebrating architectural excellence attracts thousands of visitors

From Emma Johnson, Te Putahi
Published 13:13 03/05/2022
Keywords Te Marino Lenihan, Ara

NZ journalism student charged with assaulting classmate has return to study delayed

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

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From Newstalk ZB, Newstalk ZB
Published 05:14 01/05/2022
Keywords Canterbury, Ara Institute

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Nursing student works for Etu Pasifika

Published 4/05/2022

Studying online with eCampus opens up doors for Ara Accounting student

Published 4/05/2022

Release of NZBS Investigation - FINAL REPORT

Published 05/05/2022

Music Arts graduate honoured to drum at official Gallipoli commemorations

Published 06/05/2022

Timaru Runs Successful Early Childhood Diploma for a Second Year

Published 10/05/2022

Displaying professional expertise with Ara's digital badges

Published 11/05/2022

From student culinary competition winner to head chef

Published 20/05/2022

Rewind Radio is All That and a Bag of Chips

Published 24/05/2022

Healthy School Lunches Seminar hosted at Ara in Timaru

Published 24/05/2022