



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

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

**27 July at 9.30am**

**Minutes**

These are the minutes of a meeting of the board of the Company held on 27 July 2021 in Room G202, Te Kei, City Campus.

**1 Karakia** The Deputy Chair opened the meeting with a Karakia.

**2 Welcome**

**Directors present:** Thérèse Arseneau (Chair), Murray Bain, Jane Cartwright, Maryann Geddes, 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 (Ara Kaiārahi), Karen Te Puke (DCE, Customer Engagement and Experience), Glynnis Brook (Acting Executive Director, AIR), Colin King (Acting Executive Director, Operations) and Christina Yeates (Ara Executive Officer).

**Public Attendee:** Michael Yoke - Manager, ICT System Operations, Ara.

**Apologies** Leeanne Carson-Hughes (Acting 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) No conflicts were declared in relation to the open agenda and updates to the current register were notified to the Ara Executive Officer by email as follows:

- **Maryann Geddes** Addition of Workbased Learning (WBL) Ltd (Director)
- **Bryn Thompson** Addition of Workbased Learning (WBL) Ltd (Director) and the removal of Competenz Trust (Director) as of 2 August 2021.

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

## 5 Confirmation of Meeting Minutes

### 5.1 Minutes of Committee Meeting – 29 June 2021

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 29 June 2021 (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/ B Thompson

Carried

### 5.2 Matters Arising Nil.

### 5.3 Action List

- a) AP56 – **CE Report – Scholarship Review Paper** – it was noted that this forms part of the Public Excluded papers for discussion. Completed.
- b) AP63 – **CE Report – Targeted Review** – the Board were advised that this report has still not been released and is pending the moderation process with NZQA.
- c) AP67 – **Te Ōhaka** – it was noted that the agreement is currently being finalised with the Ministry of Awesome with associated KPI's and will be provided to the Board for the August meeting as scheduled.
- d) AP68 – **DCE reports** have now been scheduled on a quarterly basis and the Board Chair will provide the CE with examples of methods of reporting post-meeting. Completed.
- e) AP 69 – **Kaiārahi report – Implementation plan for FMA** – the Board were advised that this is in progress and relates to Phase One to further capability with a business partner type model. This will be prepared for the August Board meeting as the focus last month has been on the leadership roles.
- f) AP70 – **Ōtautahi House** – it was noted that the demographic report is included in the July meeting papers and post-meeting it was agreed to reschedule the Board visit to Ōtautahi House to the 31 August meeting.

## 6 Items for Discussion

### 6.1 Chief Executive (CE) Report

The report was taken as read and the CE provided the following summary:

- a) **Collaboration Activities**
  - i. **Opportunities with SIT** bodes well for future collaboration and has led to an initial engagement piece for the two teams to come together.
  - ii. **iQualify [Open Polytechnic]** – the Board noted the opportunities to expand provision in South Canterbury with a blended delivery model. In terms of a timeline, it is hoped to progress this side of Christmas if possible.
- b) **Regional Skills Leadership Groups (RSLG)** – the CE has met with Jo Aldridge, Regional Lead for the Canterbury RSLG and this will feed into the regional scan work and the needs analysis for the future, lifting and expanding into a whole of South Island view [noting currently this does not include the top of the South Island]. The Board (specifically members working with industry) were interested in feedback on how this Committee is coming together; noting it is early days and requires more engagement and research.
- c) **Unified Funding System** – discussion around the complexities and issues with the modes of delivery and different tranches of funding (it is not clear whether the volume,

strategic and equity components have different rates of funding) and advice that TEC and the Ministry of Education are talking about moving away from the EPI framework to evaluating a performance component. It was noted that Ara's engagement is to do with pilot concepts.

- d) **EFTS performance** – Noting the highest number of domestic enrolments for Ara [as of 27 July 7,348]. Clarification for the Board on the target summary chart actual v places.
- e) **Financial performance** – the financial position is traveling well, noting the risk that numbers are based on a fully funded position. It was further noted that the TTAF component has now been resolved and that the expectation is a better outturn for budget if it stays as fully funded. In response to queries, it was noted that the increase in loans and receivables is due to timing and fees and that the management of cash and cash reserves as per the Te Pūkenga Treasury policy is a work in progress.

## 6.2 Kaiārahi Report

- a) The Board were pleased to note the timings in the report and that there is good progress in terms of personnel in the right places for the structure. Congratulations were extended to the Kaiārahi for his new enhanced position. It was agreed that the two new senior leadership roles, with both internal and external responsibilities, provide for more clarity and focus.
- b) **Definition of “giving effect to Te Tiriti”** – suggestions and tangible examples were provided. It was noted that Te Pūkenga has created a fixed term role to June 2022 to investigate healthy Te Tiriti partnerships, and that one of the outcomes of the recent Ara Board workshop was “partnerships with purpose”. Regional partnerships were discussed and how they contribute to the decision making. [Post meeting the Kaiārahi has since been advised the Te Pūkenga role is to be focused on Equity Success Measures and not partnerships].
- c) **Threads of the Māui te Tauira story within the report** – the Board were provided with examples of how we are moving ahead with the work that has already been done, including the alignment between Māui te Tauira and the revisioning of pastoral care, student wellbeing and the mental health project being undertaken by the Customer Experience and Engagement division at present.
- d) **FMA Implementation Plan** – Noting phase one is due in August, the Board were reminded of what has already been achieved and the impact that this has had on colleagues in terms of their appreciation and commitment to Māori achievement at Ara (as observed by Jasmine Cannon in her conversations/focus groups recently undertaken with our leadership teams).

## 6.3 Chair Report

The Chair provided the following verbal update:

- a) **Timaru Stakeholder Engagement** – the Chair advised of a series of meetings with Chief Executive scheduled in Timaru for 28 July 2021. The Board further noted that the CE now has a schedule of regular visits for being in Timaru and for the reframing around the clarity of the role of the Manager, Campus Operations (Southern). A monthly regional round up report will also be supplied to the Board going forwards.
- b) **Te Pūkenga Board evaluations** are taking place and the Chair will keep the Board updated.
- c) The next **Subsidiary Chairs and CE's meeting** is scheduled for Tuesday 10 August.
- d) The Chair extended a further welcome to Michael Yoke, Ara colleague to the meeting.

## **7 Information Items**

### **7.1 Subcommittee Reports**

- a) Campus Redevelopment Committee – the minutes of the meeting held on 12 July 2021 were received and noted. The Chair of the Committee advised that discussion was predominantly around the Regional Master Plan and the safety and strength of building and practicalities moving forwards.

### **7.2 Academic Committee**

The report was taken as read. The Board were interested whether the functional research plan extends to the end of 2022 which it does and were advised of the Research Leaders Group discussions across Te Pūkenga.

### **7.3 Ara Board Work Programme**

- a) The contents of the work programme were noted.
- b) Post-meeting it was agreed to host the August meeting at City campus and the November meeting at the Woolston campus.
- c) Graduation – the Chair reminded the Board of the 17 September Graduation date.

### **7.4 Media Report**

The report was taken as read.

## **8 General Business**

Nil.

## **Closure**

There being no further business the Chairperson declared the public meeting closed at 10.25am.

Dated:

Signed as a correct record

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**Chairperson** *[note: signed via electronic signature]*

*[Note 10.25am -10.40am Morning Tea Break].*

## Ara Board Minutes - Action List as of 27 July 2021

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP63	25 May updated 29/6/21	7.1c	CE Report – Targeted Review	Final version of the Targeted Review report will be provided to the Board for the June meeting. 29/6 Updated – AWAITING final report.	CE	Awaiting final report	
AP67	29 June	7.1c	CE Report - Te Ōhaka	Going forward the Board requested that the report should specifically provide an analysis of outcomes for Ara's investment.	CE		August 21
AP69	29 June	7.2	Kaiārahi Report	Implementation plan for FMA needed with aligned monthly reporting focused on actions and outcomes.	Director Māori Achievement		August 21
AP70	29 June	7.2	Ōtautahi House	Ōtautahi House visit to be rescheduled.	Board Secretary	Post meeting this has been rescheduled to 31 August meeting	August 21