

Ara Institute of Canterbury

Council Minutes

28 January 2020

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 28 January 2020 at 11.10am in Room G202, Te Kei, City Campus and via videoconference to Room TA210, Timaru Campus.

1 Statutory Requirements

1.1 Karakia/Mihi

The meeting commenced with the Ara Waiata led by Melanie Taite-Pitama.

1.2 Attendance

a Present

i Voting Members

Thérèse Arseneau (Chair), Janie Annear (Deputy Chair), Jeremy Boys, Jane Cartwright, Elizabeth Hopkins, John Hunter and Melanie Taite-Pitama.

ii Non-Voting Officers

Tony Gray (Chief Executive), Michael Rondel (Advisor to Council) and Christina Yeates (Minute Secretary).

iii Management

Darren Mitchell (DCE - Chief Operating Officer).

iv In Attendance

Samesh Mohanlall (Health and Business Reporter, Timaru Herald).

b Apologies

i Voting Members

Nil.

ii Non-Voting Officers

Te Marino Lenihan (Kaiārahi)

iii Management

Nil.

1.3 Disclosure of Conflicts of Interest

[Pages 20/Ara Council/01/4-6]

a Additions/Alterations to the Disclosures of Conflicts of Interest Schedule

A number of new disclosures were advised from Elizabeth Hopkins (MBIE Trans-Tasman IP Attorneys Board (Chair), Melanie Taite-Pitama (Haeata Community Campus Board of Trustees (Member) and Therese Arseneau (Greater Christchurch Partnership Governance Group).

b Council members acknowledged receipt of the annual Conflict of Interest declaration forms for 2020 and returned and checked these at the meeting.

c Declarations of interest for items on today's agenda

Nil.

1.4 Confirmation of Minutes

It was noted that there were no public meetings held in November and December 2019.

2 For Discussion

2.1 Chief Executive Report

[Pages 20/Ara Council/01/7-16]

The report was taken as read. Discussion included:

a RoVE : The CE provided a summary of current activity including:

i. Reference to the notes from the last three meetings as per the update and regular teleconferences held with the Establishment Board (EB) Chair and Establishment Unit (EU) CE. These teleconferences were held fortnightly, and Council were advised that these have now ceased due to the final transition to 1 April. A day-long session for ITP Chairs/CE's had been held on 5 December at the Ara Manawa Campus which provided opportunity for discussion – Chairs and CE's had both joint and separate sessions on the day.

ii. Council were advised that the EU CE, Murray Strong is leading a series of Roadshows and Ara's is confirmed for 5 February 2020. Content will be confirmed but likely to focus on updates on work so far, key areas for delivery through to 1 April 2020 and first information on the national IST name/brand story. Approximate timings for the session with colleagues will run from 8.30am to 10am followed by stakeholders from 10.00am to 11.15am. The CE and Chair confirmed that there is no requirement/expectation for Council members to be in attendance as the

aim of the Roadshow is for the EB to provide information and answer questions, which Council will be extensively aware of.

- iii. Council requested that communications to the Chair/CE from the EB are forwarded.

Action: *Communications from EB/NZIST to be forwarded to Council.*

[AP1947 CE/Chair]

- iv. Discussion on CoVE's: two potentially live CoVE's – Construction and Primary Industries. Expressions of interest for Primary Industries requested by 6 March 2020. Procedure is transparent and appears around the competitive process at present and not the geographic spread. However, the NZIST Charter clearly states a regional network of provision. The decision on CoVE's remain with the Minister and the new IST Board. The CE advised there are further discussions to be had in relation to Ara and involvement in a potential CoVE in Construction; this is multifaceted and includes elements of Engineering as well as Trades. It is likely a third CoVE will be in Health.

b Sustainability (Development and Actions): The CE provided background to the recommendation to report to Council on Ara's Sustainability activity and the actions being developed on an ongoing basis. It was agreed that six monthly updates on actions relating to the Ara Sustainability strategy would be very useful, especially in the wider regional context including the intention of Christchurch to be carbon neutral. Inclusion for Council was considered helpful to demonstrate clear support for further development. Council asked that this positive feedback be shared with those colleagues who prepared the current report.

c Health and Safety: The CE provided an update on communications to all colleagues and students in relation to the current Coronavirus outbreak:

- i. Ara is currently adapting protocols around Pandemic activity and the Ara plan based on the nature of the virus. The Ara Pandemic Plan is also part of the institutions Incident Management Plan. Council requested the Pandemic Plan be uploaded to Diligent.

Action: *Ara Pandemic Plan to be placed on Diligent.*

[AP1948 CE/CY]

- ii. Council were advised of an email from TEC suggesting potentially that students from China and surrounding areas not come on site for 14 days.
- iii. Ara is making contact with all students from mainland China and particularly those from Hubei Province and Wuhan city; initial data showed that a number of re-enrolling students had stayed in New Zealand, over the summer break.

- iv. Council were reassured that Ara is keeping updated with WHO, Ministries of Health and Education and TEC information; the CE will advise of any significant issues.
- v. Discussion on Ōtautahi House, Ara's student accommodation which requires a higher duty of care. The CE advised that this is being provided through the Student Accommodation Manager, DCE CEE and the Manager of the Health Centre. The CE referred Council to the external review of Ara's processes which provides confidence in our practises. A paper is currently being worked on for Council that combines information on what the external review told us and what the new code of practise requires.

Action: Student Accommodation external review paper/code of practise in progress for Council.

[AP1949 CE/DCE CEE]

It was resolved that the Chief Executive's report and its contents be received and noted.

T Arseneau

Carried

3 For Information

3.1 Chair Report

The Council Chair noted the upcoming Timaru Graduation on 13 February 2020 and the current transition period for the existing Council to dissolution on 31 March 2020.

3.2 Trustees Update

Council noted that there had been no meetings held since the last updates provided.

In regard to the Ara Foundation, it was noted that there is risk for potential disconnect as there are no longer Council members attending the Ara Foundation meetings. The CE will address this to ensure a flow of communication.

Action: Reporting to be implemented to ensure communication flow to Council from Ara Foundation Trust.

[AP1950 CE]

3.3 Sub-Committee Reports

[Pages 20/Ara Council/01/17-18]

a) Academic Board

No meeting held in December 2019.

b) Council Audit and Risk

No meeting held in December 2019. At this stage, it was noted that the scheduled

dates for February and March 2020 will go ahead.

c) Council Campus Redevelopment Committee

Council were in receipt of the draft meeting minutes of 11 December 2019 and no matters of substance were recorded in the public meeting. It was noted that Jeremy Boys attended the meeting.

3.4 2020 Council Work Programme [Pages 20/Ara Council/01/19]

The programme was taken as read. It is unknown if the newly appointed Subsidiary board will attend the March 2020 Council meeting.

3.5 Media Report [Pages 20/Ara Council/01/20-24]

The media reports for October, November and December 2019 were taken as read.

3.6 Annual Report [Pages 20/Ara Council/01/25-30]

- a The timeline for the production of the 2019 Annual Report was taken as read. The tight timelines were noted. Discussion on the power of the existing board to sign off from 31 March 2020. It was noted that the ongoing concern still has to be reviewed and responded to externally, so there is a flagged risk for external decisions that the current Council has no control over.

- b Statement of Service Performance – Council received these in draft format and noted that as a result of timing, some elements are still to be populated.

9 General Business

Nil.

There being no further public business, the public meeting closed at 12pm.

READ AND CONFIRMED

Chair:
25 February 2020

Ara Council Minutes - Action List as of 28 January 2020

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1936	24/9/19	2.1b (iv)	DCE Reports - AIR: Research	Ara to register as R&D provider with IRD.	CFO/DCE AIR	In progress	26 Nov 19
1947	28/01/20	2.1a	RoVE	Communications to be forwarded to Council on receipt from EB/NZIST	CE/Chair		Ongoing
1948 1949	28/01/20	2.1c	Health and Safety	(i) Ara Pandemic Plan to be placed on Diligent (v) Student Accommodation - External Review paper / code of practise in progress	CE/CY CE/DCE CEE	Completed In progress	
1950	28/01/20	3.2	Trustees Update	Ara Foundation - reporting to be implemented to ensure communication flow now that no Council members are attending meetings.	CE	In progress	