

Manukau Institute of Technology Limited
(the Company)
Minutes of a meeting of the Board of Directors
(Board)

24 September 2020 at 11.15am

Open Session Minutes

These are the minutes of the open session of a meeting of the Board of the Company held on 24 September 2020.

Present

Directors present: Andrew Lesa, Monique Cairns, Peter Parussini, Robert Reid, Steven Renata.
Peter Winder chaired the meeting.

Other attendees present: MIT Executive Leadership Team - Michelle Teirney, Martin Carroll, Antoinette Wood (Board Secretary).

Unitec Executive Leadership Team - Alison Sarginson, Simon Nash, Lynnette Brown (Board Secretary).

Apologies

Ziena Jalil

1. Administration

Robert Reid advised an update to his interests as Director of UnionAID. There were no other changes to the interests register.

2. Minutes of the Board Meeting Open Session held 27 August 2020

It was resolved that the Board approve the minutes of the Board Meeting Open Session held on 27 August 2020 as a true and correct record.

Proposed: P Winder

Seconded: P Parussini

Carried

3. Matters arising

There were no matters arising.

4. Action list

The Board noted the action list.

Resolution to exclude public in accordance with the Closed Session Agenda.

It was resolved that that the public be excluded from the remainder of the meeting in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
5	Minutes of Board Meeting Closed Session held 27 August 2020	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
6	Matters arising	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
7	Action list	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
8	2021 Budget	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
9	August Financial Reports	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies

10	Capital projects	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
11	Status of Audit recommendations	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
12	Enrolment updates	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
13	Minutes of Academic Committee Meeting Closed Session held 2 September 2020	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
14	Maritime Business Case	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
15	Power of Attorney for Chief Executive	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies

It was further resolved that the Chief Executive Gus Gilmore, and members of the MIT and Unitec Executive Teams be permitted to remain at the meeting because of their knowledge in relation to the above items, together with Antoinette Wood and Lynnette Brown for their support of the activities of the Board. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because they have assisted in the preparation of such matters.

Proposed: P Winder

Seconded: S Renata

Carried

15. Chief Executive's Report

The Board received the report from the Chief Executive which highlighted areas of activity across both institutions.

It was resolved that the Board note the information supplied.

Proposed: P Winder

Seconded: S Renata

Carried

16. Health and Safety Report

The report was taken as read. The Board discussed staff well-being and the increase in leave liability, particularly for academic staff. It was acknowledged that staff are tired after a challenging year having had to manage workload through two COVID-19 lockdowns. Management were encouraged to maintain a high level of engagement in this area to ensure staff feel supported.

It was resolved that the Board receive the Health and Safety Report.

Proposed: P Winder

Seconded: P Parussini

Carried

17. Results of MyVoice Employee Engagement Survey

The Chief Executive spoke to the report and noted the three key areas that are being focused on in order to improve the results. The Board noted that the comments around workload could indicate health and safety issues. It was confirmed that changes are already being implemented and management will remain focused on alleviating the areas where workload pressure has been identified to ensure any immediate health and safety issues are being addressed.

It was resolved that the Board note the information supplied as a status report on staff engagement.

Proposed: P Winder

Seconded: R Reid

Carried

18. Educational Performance Indicators Semester One

This report is to be discussed at the Academic Committee of both MIT and Unitec in order to provide an opportunity for discussion and evaluation on understanding the differences and sharing of initiatives that are producing good outcomes for students.

Consideration is to be given as to ways to provide regular updates on progress, noting that the EPI data is only reported twice a year. The Board also recommended the inclusion of a separate chart on attrition, including data on the top five key drivers for both Māori and Pasifika and non-Māori and Pasifika.

It was resolved that the Board note the information supplied in the Student EPI Summary.

Proposed: P Winder
Seconded: R Reid
Carried

19. Minutes of Academic Committee Meeting Open Session

It was resolved that the Board note the open session minutes of the Academic Committee meeting of 2 September 2020.

Proposed: P Winder
Seconded: M Cairns
Carried

19.1 Update on Construction CoVE

The report was taken as read.

It was resolved that the Board note the report on ConCOVE.

Proposed: P Winder
Seconded: A Lesa
Carried

19.2 Pacific Community Komiti Draft Minutes Meeting held 4 September 2020

It was resolved that the Board receive the draft minutes of the Pacific Community Komiti meeting of 4 September 2020.

Proposed: P Winder
Seconded: P Parussini
Carried

19.3 MIT Rūnanga Draft Minutes Meetings held 6 August and 2 September 2020

It was noted that, unlike the MIT Rūnanga, the Unitec Rūnanga is not established as a Committee of the Board and as such does not currently submit a report to the Board. An action was taken to invite the Unitec Rūnanga to provide regular updates to the Board.

It was resolved that the Board receive the draft minutes of the Rūnanga Meetings of 6 August and 2 September 2020.

Proposed: P Winder
Seconded: R Reid
Carried

20. Granting of Awards

It was resolved that the Board confirm the sealed award granted by the Chief Executive under the delegated authority of the Board since the last Board meeting held 27 August 2020.

Proposed: P Winder

Seconded: M Cairns

Carried

20.1 Annual Review of Student Regulations

It was resolved that the Board approve the amended Student Regulations for 2021 to come into effect on 1 January 2021.

Proposed: P Winder

Seconded: M Cairns

Carried

21. Incoming correspondence

Office of the Auditor General Letter re Audit Arrangements

It was resolved that the Board note the correspondence:

Proposed: P Winder

Seconded: R Reid

Carried

Closure

There being no further business the chairperson declared the meeting closed at 3.15pm.

Dated: 24 September 2020

Signed as a correct record:

Chairperson