

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

**25 June 2020 at 11.25am**

**Open Session Minutes**

These are the minutes of the open session of a meeting of the Board of the Company held on 25 June 2020.

**Present**

**Directors present:** Andrew Lesa (via Zoom), Monique Cairns, Peter Parussini, Robert Reid, Steven Renata, Ziena Jalil.

Peter Winder chaired the meeting.

**Other attendees present:** Michelle Teirney, Martin Carroll, Jenna Woolley, Kirsten Sargent, Stuart Middleton, Merran Davis (Interim CE of Unitec), Lynnette Brown (Board Secretary, Unitec), Antoinette Wood (note taker).

**Apologies**

No apologies were received.

**Administration**

The Board noted the Register of Interests. No conflict with items on the agenda were declared.

R Reid advised that he has been appointed as Co-Chair to the Auckland interim Regional Skills Leadership Group as of 25 June 2020. The register of interests is to be updated to reflect this change.

**Preliminaries**

**2.1 Minutes of the Board Meeting Open Session held 28 May 2020**

**It was resolved** that the Board confirm the minutes of the Board Meeting Open Session held on 28 May 2020 as a true and correct record.

Proposed: P Winder

Seconded: S Renata

Carried

**2.2 Minutes of the Academic Committee Open Session held on 3 June 2020**

The EGM Academic and Provost provided a verbal update on the Construction CoVE consortium bid. The Board noted that the initiative should be progressed and other avenues of funding should be explored in the case that this bid is not successful.

**It was resolved** that the Board receive the minutes of Academic Committee Open Session held on 3 June 2020.

Proposed: P Winder  
 Seconded: P Parussini  
 Carried

### 2.3 Minutes of the Pacific Community Komiti Meeting held on 1 May 2020

**It was resolved** that the Board receive the minutes of the Pacific Community Komiti Meeting held on 1 May 2020.

Proposed: P Winder  
 Seconded: A Lesa  
 Carried

## Regular reports

### 4.1 Chief Executive Open Session Report

The report updated the Board on relevant issues and opportunities. The Board requested a detailed report on the marketing strategy including spend and competitor analysis to be presented at the next joint session.

**It was resolved** that the Board receive the report.

Proposed: P Winder  
 Seconded: R Reid  
 Carried

### 4.2 Health and Safety Report

The EGM People and Culture spoke to the report. The Board questioned the current state of staff and student wellbeing. It was confirmed that there has been continuous engagement with staff and students throughout the lockdown period and the subsequent move through COVID-19 alert levels 2 and 1. There has been some stress evident amongst students since the return to campus but nothing that is out of the ordinary. Student counsellor services are available and an additional counsellor is currently being recruited. The WeCare programme has been key in making a difference during this period by reaching out to students proactively, along with regular meetings with the student leadership.

The Board requested that the Health and Safety report include an update on worker engagement, participation and representation going forward. This should include a record of dates of meetings held and highlight anything significant that has been raised. A separate paper is to be presented at the next Board meeting outlining the framework of how MIT engages with and enables the participation and representation of workers.

It was noted that the schedule of Board member site safety visits is to co-ordinated with Unitec so that both site visits to similar schools in both institutions are completed by the same Directors. It was suggested that a schedule of ELT site safety visits is also set up and reported on going forward.

The Board suggested that MIT should review what happened in the response to COVID-19, what worked and what did not work so well and then start thinking about what would happen if we moved backwards in terms of COVID-19 alert levels, and what would we do to manage that given what we have learned over the last four months.

**It was resolved** that the Board receive the status report on Health and Safety at MIT for the month of May 2020.

Proposed: P Winder

Seconded: P Parussini

Carried

### **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:

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing resolution in relation to each matter</b>	<b>Grounds under section 48(1) for the passing of the resolution</b>
7.1	Minutes of Board Meeting Closed Session held 28 May 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
7.2	Minutes of Academic Committee Closed Session held 3 June 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
8.1	Legislative Compliance Declaration	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

8.2	Financial Statements 31 March 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
8.3	Letter of Representation	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
9.1	Chief Executive Closed Session Report	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
9.2	Sales Funnel Data	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
9.3	Financial Report Detailed Commentary	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
10.1	Campus Masterplan	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 members of the MIT Executive Team and Merran Davis remain at the meeting and others (as required) because their knowledge of the issues involved may be helpful to the Board.

Proposed: P Winder

Seconded: Z Jalil

Carried

### **Close of open session**

The open part of the meeting was closed at 12.03pm. The meeting returned for the closed session at 12.03pm and concluded at 12.59pm.

### **Closure**

There being no further business the chairperson declared the meeting closed at 12.59pm.

Dated: 25 June 2020

Signed as a correct record:

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Chairperson