

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

**29 October 2020 at 12pm**

**Open Session Minutes**

These are the minutes of the open session of a meeting of the Board of the Company held on 29 October 2020.

**Present**

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

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).

Martin Jenkins representatives – Patrick McVeigh, Kevin Jenkins (Item 19 only)

**Apologies**

Peter Parussini left the meeting at 1pm. Monique Cairns left the meeting at 2.40pm.

**1. Administration**

**1.1 Disclosure of Interests**

Andrew Lesa advised an update to his interests as a member of Auckland Council's Rainbow Communities Advisory Panel.

Steven Renata advised an update to his interests as a member of the Unitec Rūnanga.

**1.2 Meeting Schedule 2020**

The Board noted the schedule.

**1.3 Committees of the Board**

The Board noted the schedule.

## **2. Minutes of the Board Meeting Open Session held 24 September 2020**

**It was resolved** that the Board approve the minutes of the ordinary Open Board Meeting held on 24 September 2020 as a true and correct record.

Proposed: P Winder

Seconded: P Parussini

Carried

### **2.1. Matters arising**

There were no matters arising.

### **3. Action list**

There were no items on the action list.

## **4. Chief Executive's Report**

The Board received the report from the Chief Executive which highlighted areas of activity across both institutions. The Board recommended that, along with other priority groups, the Institutes consider tracking parity of outcomes for students with disabilities against other groups.

**It was resolved** that the Board note the information supplied by the Chief Executive.

Proposed: P Winder

Seconded: A Lesa

Carried

### **4.1 Student Complaints Report**

The Chief Executive spoke to the report and noted that the increase in complaints between 2019 and 2020 can be partly attributed to COVID-19 and timetabling. The Board appreciated the report and noted that it would be useful to include data that shows how many reached a satisfactory resolution. The report should continue to be presented on a quarterly basis and include both MIT and Unitec data.

**It was resolved** that the Board note the information supplied.

Proposed: P Winder

Seconded: Z Jalil

Carried

## **5. Health and Safety Report**

The report was taken as read.

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

Proposed: P Winder

Seconded: S Renata

Carried

## 6. Minutes of Academic Committee Meeting Open Session

The EGM Academic and Provost provided an update on the status of the Ethics Sub-Committee and drew the Board's attention to three other matters:

- The review MIT's Student Regulations in relation to Te Pūkenga's proposed national Student Regulations.
- A temporary policy reversal that has been put in place concerning insufficient academic progress, in the wake of the COVID-19 pandemic, students are able to re-enrol unless the Head of School determines that there is a particular reason why their re-enrolment should be denied.
- An update on the ITE process.

The Board requested that a quarterly report on ConCOVE continue to be presented to the Board. It was also requested that MIT move to a similar reporting format to that of Unitec, with a covering memo providing an update on key information that the Board needs to know, and a link to the Academic Committee minutes.

**It was resolved** that the Board note the open session minutes of the Academic Committee meeting of 7 October 2020.

Proposed: P Winder

Seconded: R Reid

Carried

## 7. Pacific Community Komiti Minutes Meeting held 2 October 2020

**It was resolved** that the Board receive the draft minutes of the Pacific Community Komiti meeting of 2 October 2020.

Proposed: P Winder

Seconded: S Renata

Carried

## 8. Unitec/MIT Delegated Financial Authority

The Board requested and received clarification that the authority to employ staff sits with the Chief Executive for both institutes. In relation to the Chief Executive's authority to employ staff, the Board sought assurance that there was a robust process in place and a graduated approval approach to appointments in order to control expenditure. The Chief Executive was encouraged by the Board to ensure the same level of consistency across both organisations given the level of expenditure in this area.

**It was resolved** that the Board:

1. Approve MIT and Unitec adopting the attached Delegated Financial Authority (DFA) Policies including amendments made to align capital expenditure delegations at Unitec to those of MIT, noting minor changes to be made following feedback, and
2. Note that due to operational and systems differences between Unitec and MIT, separate policies are being adopted, and
3. Note that Unitec and MIT have worked closely on the content of the policies and confirm that they are materially aligned.

Proposed: P Winder  
Seconded: Z Jalil  
Carried

### **9. Emeritus Professorship Policy**

**It was resolved** that the Board approve the proposed Emeritus Professorship Policy.

Proposed: P Winder  
Seconded: Z Jalil  
Carried

### **10. 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 24 September 2020.

Proposed: P Winder  
Seconded: S Renata  
Carried

### **11. Correspondence**

*Outgoing: Letter to Iona Holsted*

**It was resolved** that the Board note the correspondence.

Proposed: P Winder  
Seconded: R Reid  
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:

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
12	Minutes of Board Meeting Closed Session held 24 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
13	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
14	Chief Executive's Report – Confidential Session	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	September 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
16	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
17	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
18	Minutes of Academic Committee Meeting Closed Session held 7 October 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	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies

		prejudice or disadvantage, commercial activities	
19.1	Financial model and banking facilities	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
19.2	Emeritus Professorship Nomination	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
20	Correspondence - Te Pūkenga: Proposed Funding decision for Te Pūkenga	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
21	Auckland Strategy	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, and Patrick McVeigh and Kevin Jenkins from Martin Jenkins. 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: Z Jalil

Carried

## Closure

There being no further business the chairperson declared the meeting closed at 3.20pm.

Dated: 29 October 2020

Signed as a correct record:

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Chairperson