

**Manukau Institute of Technology Limited and
Unitec New Zealand Limited**
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
(Board)
30 June 2022 at 10.30am

Open Session Minutes

These are the minutes of the open session of a meeting of the Board of the Company held on 30 June 2022.

DIRECTORS

Peter Winder, Chair	Robert Reid	Peter Parussini	Fale (Andrew) Lesa
Monique Cairns	Marama Royal	Ziena Jalil	Steven Renata

IN ATTENDANCE

Gus Gilmore - Chief Executive	Michelle Teirney - DCE Operations
Simon Nash - DCE Learner Experience & Success	Martin Carroll - DCE Academic
Kirsten Sargent - Interim DCE People & Culture (MIT)	Matua Vince Hapi
Peseta Sam Lotu-liga - DCE Pacific, Partnerships & Support	Antoinette Wood - Board Secretary
Chris Hutton – Interim DCE People & Culture (Unitec)	Ali Ikram - Communications

1. **Karakia** – The meeting was opened with a karakia.

Welcome & Apologies

The Chair welcomed everyone to the meeting. No apologies were received.

Disclosure of Interests Register

No conflicts with the matters on the agenda were declared.

Meeting Schedule 2022

The Board noted the Meeting Schedule for 2022.

Committees of the Board

The meeting noted the Committees of the Board.

2. Minutes of the Open Board Meeting held 26 May 2022

Resolved:

The Board approved the minutes of the Unitec NZ Ltd and Manukau Institute of Technology Ltd ordinary Open Board Meeting held on 26 May 2022 as a true and correct record.

Moved: P Winder

Seconded: P Parussini

CARRIED

Action List

Management provided the Board with an update on mahi undertaken so far relating to this action. During further discussion it was emphasized that greater understanding of the issues facing disengaged learners needs to be developed. Some of these students are now in fulltime employment and may be best reengaged through work-based learning. An action was taken to meet with local school principals to gain increased insight into how Unitec and MIT can assist.

Resolved:

The Board noted the action list.

Moved: P Winder

Seconded: M Cairns

CARRIED

3. Academic Committee Report and Minutes

Resolved:

The Board noted the following reports of Academic Committee meetings:

- Unitec Te Komiti Mātauranga: 15/06/2022
- MIT Academic Committee: 01/06/2022

Moved: P Winder

Seconded: Z Jalil

CARRIED

4. Chief Executive's Report

The report was taken as read.

Resolved:

The Board noted the information supplied.

Moved: P Winder

Seconded: F Lesa

CARRIED

5. Safety, Wellbeing and Sustainability Report

In relation to the Safety Concern highlighted in the report, management confirmed that internal and external audits of the machinery in the carpentry workshop have now been completed and we are awaiting the audit report from the external audit. One piece of machinery has been decommissioned as a result of the audit, other recommendations in relation to minor issues are being actioned.

Resolved:

The Board received the Safety, Wellbeing and Sustainability report.

Moved: P Winder

Seconded: Z Jalil

CARRIED

Formal Motion for Moving into Closed Session

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

The Chair recommended 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:

Agenda 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
6.	Confidential Minutes of the meeting held 26 May 2022	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.	Chief Executive's Report	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.	Items for approval 8.1 Emeritus Professorship 8.2 Unitec Cleaning Contract	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.	Audit and Risk	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to	That the public conduct of this item would be

	<p>9.1 Status of Audit Recommendations</p> <p>9.2 Risk Summary and Registers</p>	<p>carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
10.	Building 108 Upgrade Project Status Report	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
11.	Enrolment Updates	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
12.	<p>Financial Matters</p> <p>12.1 Financial Reports May 2022</p> <p>12.2 Procurement Policies</p>	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>

13.	Correspondence	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
14.	Early Transition to Te Pūkenga	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

And that certain employees from MIT and Unitec, namely Gus Gilmore, Keith Ikin, Michelle Teirney, Simon Nash, Martin Carroll, Peseta Sam Lotu-liga, Kirsten Sargent, Chris Hutton, Vince Hapi, Ali Ikram and Antoinette Wood, be permitted to remain at the meeting after the public has been excluded, because of their knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

Moved: P Winder

Seconded: R Reid

CARRIED

The open session concluded at 11.19am.

The public excluded session commenced at 11.19am and concluded at 12pm.

There being no further business the chairperson declared the meeting closed at 12pm.

Robert Reid, Chair 29 July 2022