

Manukau Institute of Technology Limited

(the Company)

Minutes of a meeting of the Board of Directors

(Board)

28 May 2020 at 2pm

Open Session Minutes

These are the minutes of the open session of a meeting of the Board of the Company held on 28 May 2020.

Present

Directors present: Andrew Lesa, 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), Antoinette Wood (note taker).

Apologies

Gus Gilmore, Peseta Sam Lotu-liga

Administration

- Meeting schedule for 2020
- Register of interests

R Reid noted that the interests of his partner were included in the register of interests and asked that they be removed for the purposes of these meetings.

Formal motion for moving into closed session for specific agenda items

It was resolved that, pursuant to section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 ("the Act") and amendments, the public be excluded from the following parts of the proceedings, namely agenda items on the subjects outlined below.

Reason: To enable the Board to carry out, without prejudice or disadvantage, commercial activities (section 7(2)(h)).

It was further resolved that members of the MIT Executive Team, and others (as required) remain at the meeting because their knowledge of the issues involved may be helpful to the Board.

2.	Preliminaries <ul style="list-style-type: none"> 2.1 Minutes of Board Meeting held 30 April 2020 2.2 Minutes of Academic Committee Closed Session held 6 May 2020 2.3 Matters arising
3.	Items for approval <ul style="list-style-type: none"> 3.1 Audit Engagement Letter

4.	Regular reports 4.1 Chief Executive Closed Session Report - verbal 4.2 Sales Funnel Data 4.3 Financial Report Detailed Commentary
5.	Items for information 5.1 Status of Audit recommendations 5.2 Campus Master Plan 5.3 Update from NZIST re NZIST Subsidiaries Governance Framework

Proposed: P Winder

Seconded: P Parussini

Carried

Preliminaries

7.1 Minutes of the Board Meeting Open Session held 30 April 2020

It was resolved that the Board confirm the minutes of the Board Meeting held on 30 April 2020.

Proposed: P Winder

Seconded: M Cairns

Carried

7.2 Minutes of the Academic Committee Open Session held on 6 May 2020

It was resolved that the Board receive the minutes of Academic Committee Open Session held on 6 May 2020.

Proposed: P Winder

Seconded: S Renata

Carried

7.3 Minutes of the Pacific Community Komiti Meeting held on 3 April 2020

It was resolved that the Board receive the minutes of the Pacific Community Komiti Meeting held on 3 April 2020.

Proposed: P Winder

Seconded: Z Jalil

Carried

7.4 Open Correspondence

It was noted that on page 3 of the letter to the Minister, item 4.4 should refer to year ending 31 December 2019, not 2020. The EGM Strategy and Support services will inform the auditor of the error.

It was resolved that the Board note the correspondence received and sent since the last meeting of the Board held on 30 April 2020.

Proposed: P Winder
 Seconded: P Parussini
 Carried

Items for approval

8.1 Committees, Standing Orders and Statutes

It was resolved that the Board approve the following documents; **and**

1. Statute One: The Board Membership, Meetings, Fees and Committees Statute
2. MIT Standing Orders
3. E-Meeting Protocols
4. Terms of Reference for the Audit and Compliance Committee
5. Terms of Reference for the Chief Executive People and Culture Committee

That the Board approve the proposed membership of the Chief Executive People and Culture, Audit and Compliance, and Student Appeals Committees, as outlined in the summary below.

It was further resolved that the Board:

- Adopt the new Statute One: The Board Membership, Meetings, Fees and Committees Statute
- Adopt the revised Standing Orders in place of any previous Standing Orders
- Adopt the Terms of Reference for the Audit and Compliance and the Chief Executive People and Culture Committees
- Adopt the e-Meeting Protocols
- Appoint the persons specified in the summary below to the Chief Executive People and Culture, Audit and Compliance and Student Appeals Committees.

CE People and Culture Committee:

1. Peter Winder (Chair)
2. Ziena Jalil
3. Peter Parussini

Audit and Compliance Committee

1. External Chair to be appointed out of session
2. Robert Reid
3. Steven Renata
4. Monique Cairns
5. Andrew Lesa as the permanent alternate

MIT Student Appeals Committee

1. Monique Cairns (Chair)
2. Andrew Lesa
3. Ziena Jalil

Proposed: P Winder
 Seconded: P Parussini
 Carried

Regular reports

9.1 Chief Executive Open Session Report

The report updated the Board on relevant issues and opportunities.

In addition, the ELT provided a verbal update to the Board on the Covid-19 Level 2 response across the Institute including student and staff welfare, safety measures and protocols, the return to campus and teaching, and the implementation of the TAFL fund.

It was resolved that the Board receive the report.

Proposed: P Winder

Seconded: R Reid

Carried

9.2 Health and Safety Report

The report was taken as read.

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

Proposed: P Winder

Seconded: S Renata

Carried

9.3 Financial Report

The report was taken as read.

It was resolved that the Board receive the April 2020 Financial Report.

Proposed: P Winder

Seconded: A Lesa

Carried

9.4 Māori Report

The report was taken as read.

It was noted that the recruitment for the DCE Māori role has been re-activated with the advertisement to be placed next week. A copy of this advertisement will be circulated to the Board.

It was resolved that the Board receive the report.

Proposed: P Winder

Seconded: S Renata

Carried

Items for information

10.1 Updated Policies for Special Board Interest

It was resolved that the Board note the proposed amendments to the Procurement Policy (FIN3) and the Media Communications Policy (MC1).

This is in accordance with the Institute Policy Framework which requires that Council be informed of proposed changes to and given the opportunity to provide informal comment on any changes to certain policies selected for special Council interest.

Proposed: P Winder

Seconded: M Cairns

Carried

10.2 NZIST Letter of Expectations

It was resolved that the Board receive the Letter of Expectations from the NZIST.

Proposed: P Winder

Seconded: P Parussini

Carried

Closure

The meeting was closed with a karakia.

There being no further business the chairperson declared the meeting closed at 3.19pm.

Dated: 28 May 2020

Signed as a correct record:

Chairperson