

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

30 July 2020 at 2.20pm

Open Session Minutes

These are the minutes of the open session of a meeting of the Board of the Company held on 30 July 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), 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.

Monique Cairns requested that the Register be updated by removing Lotto, as she is no longer a Director on the Board as of 1 July 2020.

Preliminaries

2.1 Minutes of the Board Meeting Open Session held 25 June 2020

It was resolved that the Board confirm the minutes of the Board Meeting Open Session held on 25 June 2020 as a true and correct record.

Proposed: P Winder

Seconded: P Parussini

Carried

2.2 Minutes of the Academic Committee Open Session held on 1 July 2020

The EGM Academic and Provost brought three matters to the Board's attention:

1. The status of the Construction CoVE bid.
2. Confirmation that MIT will be participating in a form of targeted EER this year, now called an ITE.
Our submission is due on the 23rd October; this will involve input from the Board as part of a

governance oversight. NZQA has set initial dates for the enquiry from the 6th-8th December, with a view to a draft report coming on the 20th January. There will be no 'confidence ratings' associated with an ITE, therefore category ratings will no longer be given. This will impact on the ability to effectively use our current Category 1 rating for domestic and international marketing purposes. It was noted that this matter is still being worked through with NZQA, at both institute and NZIST levels.

3. The annual review of the MIT Student Regulations is about to begin and the Board can expect any amendments to be presented for approval at the September or October Board meeting.

It was resolved that the Board receive the minutes of Academic Committee Open Session held on 1 July 2020.

Proposed: P Winder

Seconded: R Reid

Carried

2.3 Minutes of the Pacific Community Komiti Meeting held on 5 June 2020

It was resolved that the Board receive the minutes of the Pacific Community Komiti Meeting held on 5 June 2020.

Proposed: P Winder

Seconded: A Lesa

Carried

2.4 Matters arising

The Board requested that the Health and Safety site visits also include a general overview of the school being visited.

It was resolved that the Board note the matters arising.

Proposed: P Winder

Seconded: R Reid

Carried

2.5 Open correspondence

It was resolved that the Board note correspondence received or sent since the last meeting of the Board held on 25 June 2020.

Proposed: P Winder

Seconded: S Renata

Carried

Items for approval

3.1 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 25 June 2020.

Proposed: P Winder

Seconded: S Renata

Carried

3.2 Updating LINZ records

It was resolved that the Board approve the Authority and Instruction Form. M Cairns and P Winder were nominated to sign the document for and on behalf of the Board; and

It was resolved that the Board approve the Application pursuant to Section 90 of the Land Transfer Act 2017. P Winder was nominated to sign the document for and on behalf of the Board in the presence of a witness.

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. An update was given regarding the confirmed dates for Graduation and Golden Jubilee celebrations.

It was resolved that the Board receive the report.

Proposed: P Winder

Seconded: P Parussini

Carried

4.2 Health and Safety Report

The EGM People and Culture spoke to the report and provided an update on the review of the COVID-19 response. The general consensus was that the documents and guides used at each Alert level are ready to be used again and the Emergency Response Plan is fit for purpose. We have some areas we could put improvements in place to ready ourselves. These are in the areas of student and staff communications and the transparency of Emergency Response Processes. The EGM Academic and Provost provided an update on the review of the COVID-19 Learning and Teaching Continuity Plan. The next version of this plan will include clear guidelines on expected working hours to ensure staff do not feel they need to be on call 24/7.

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

Proposed: P Winder

Seconded: M Cairns

Carried

4.3 Maori Report

The report was taken as read.

It was resolved that the Board receive the report.

Proposed: P Winder

Seconded: A Lesa

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
7.1	Minutes of Board Meeting Closed Session held 25 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
7.1.1	Minutes of Extraordinary Board Meeting held 14 July 2020		
7.2	Minutes of Academic Committee Closed Session held 1 July 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
7.3	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

8.1	2021 Budget Assumptions	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	ANZ Compliance Certificate	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	Campus Master Plan – City Campus Lease Extension	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
8.4	Warkworth Lease Approval	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
8.5	Letter of representation for 31 March Financial Statements	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
8.6	31 March Financial Statements	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	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
10.2	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, Merran Davis (Unitec Interim CE) and Lynnette Brown (Unitec Board Secretary) remain at the meeting because their knowledge of the issues involved may be helpful to the Board.

Proposed: P Winder

Seconded: S Renata

Carried

Close of open session

The open part of the meeting was closed at 2.45pm. The meeting returned for the closed session at 2.45pm and concluded at 3.57pm.

Closure

There being no further business the chairperson declared the meeting closed at 3.57pm.

Dated: 30 July 2020

Signed as a correct record:

Chairperson