

**Manukau Institute of Technology Limited and
Unitec New Zealand Limited**
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
(Board)

30 September 2021 at 11.30am

Open Session Minutes

These are the minutes of the open session of a meeting of the Board of the Company held on 30 September 2021.

DIRECTORS

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

IN ATTENDANCE

Gus Gilmore - Chief Executive	Michelle Teirney - DCE Operations
Simon Nash - DCE Learner Experience & Success	Nick Sheppard - DCE Schools & Performance
Kirsten Sargent - Interim DCE People & Culture (MIT)	Martin Carroll - DCE Academic
Chris Hutton - Interim DCE People & Culture (MIT)	Wiremu Manaia - DCE Māori (MIT)
Antoinette Wood - Board Secretary	Matua Vince Hapi
Ali Ikram - Senior Communications Manager (MIT)	

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

Welcome & Apologies

The Chair welcomed everyone to the meeting. M Royal joined the meeting at 12.23pm.

Disclosure of Interests Register

No conflicts with the matters on the agenda were declared.

Meeting Schedule 2021

The Board noted the Meeting Schedule for 2021 and 2022.

Committees of the Board

The meeting noted the Committees of the Board.

2. Minutes of the Open Board Meeting held 26 August 2021

The Board noted the minutes.

Resolved:

The Board approved the minutes of the Unitec NZ Ltd and Manukau Institute of Technology Ltd ordinary Open Board Meeting held on 26 August 2021 as a true and correct record.

Moved: P Winder

Seconded: Z Jalil

CARRIED

3. Action List

The Board noted the action list.

4. Chief Executive's Report

The Board received the report from the Chief Executive which highlighted areas of activity.

Resolved:

The Board noted the information supplied.

Moved: P Winder

Seconded: S Renata

CARRIED

5. Safety, Wellbeing and Sustainability Report

The Board recommended implementing a voluntary survey of staff and students in order to gauge the take-up of Covid-19 vaccinations, and noted that gathering and analyzing data on the reasons why some have not yet been vaccinated could assist in identifying and removing barriers.

Management undertook to investigate including a question around vaccination status in the next staff pulse check survey and confirmed that both institutions are actively promoting vaccination in all communication. The Board noted that working with the Unions and Student Representation bodies could be effective in promoting the message.

Resolved:

The Board received the Safety, Wellbeing and Sustainability report.

Moved: P Winder

Seconded: R Reid

CARRIED

6. Reports and minutes from Committees

6.1 MIT Academic Committee Report and Minutes

Management spoke to the report and drew to the Board's attention that we have significantly wound down our programme development activities, in consideration of the work that is currently being progressed by Te Pūkenga in the area of national unified academic programmes.

Resolved:

The Board received the report from the MIT Academic Committee and the minutes of the meetings held 5 August and 1 September 2021.

Moved: P Winder

Seconded: A Lesa

CARRIED

6.2 Unitec Academic Committee Report and Minutes

Management spoke to the report.

Resolved:

The Board received the report from Te Komiti Mātauranga Academic Committee and the minutes of the meetings held 28 July and 8 September 2021.

Moved: P Winder

Seconded: A Lesa

CARRIED

6.3 MIT Pacific Community Minutes

Resolved:

The Board received the minutes of the Pacific Community Komiti Meeting held 3 September 2021.

Moved: P Winder

Seconded: A Lesa

CARRIED

7. Correspondence

Resolved:

The Board noted the following correspondence:

1. Office of the Auditor-General; Addition to OAG Sector Manager Team for Education - incoming
2. Letter to T Fowler; Impact of Covid-19 on MIT - outgoing
3. Letter to G Gilmore; Impact of Covid-19 on MIT - incoming

Moved: P Winder

Seconded: P Parussini

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
8.	Confidential Minutes of the meeting held 26 August 2021	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.	Action List	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).
10.	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).
11.	People and Culture 11.1 Staff Diversity and Equity Reports 11.2 Speak Up Reports	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)(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	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

		<p>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</p>	<p>Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
12.	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>
13.	<p>Financial Reports</p> <p>13.1 August Financial Reports</p> <p>13.2 2022 Budget</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>
14.	Status of Audit Recommendations	<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>
15.	Unitec Building 108 Project 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>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</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	a body to which LGOIMA applies).
16.1	Authority to Sign Contract for Outsourced Student Support Customer Services and IT Helpdesk Services	<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>	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).
16.2	New Zealand Maritime School Lease Execution	<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>	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, Michelle Teirney, Simon Nash, Martin Carroll, Nick Sheppard, Peseta Sam Lotu-liga, Kirsten Sargent, Christine Hutton, Wiremu Manaia, Vince Hapi, Antoinette Wood and Ali Ikram, 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: Z Jalil

CARRIED

The open session concluded at 11.59am.

The public excluded session commenced at 12pm and concluded at 2.30pm.

There being no further business the chairperson declared the meeting closed at 2.30pm.

Peter Winder, Chair 28 October 2021