

**Manukau Institute of Technology Limited
and
Unitec New Zealand Limited**

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

(Board)

27 May 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 27 May 2021.

DIRECTORS

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

APOLOGIES

Peter Parussini Andrew Lesa Marama Royal left the meeting at 2pm

IN ATTENDANCE

Gus Gilmore - Chief Executive	Simon Nash – DCE Learner Experience and Success
Michelle Teirney - DCE Operations	Nick Sheppard – DCE Schools and Performance
Peseta Sam Lotu-liga - DCE Pasifika, Partnerships & Support	Martin Carroll – DCE Academic
Kirsten Sargent – Interim DCE People & Culture (MIT)	Wiremu Manaia – DCE Māori (MIT)
Antoinette Wood – Board Secretary	Jacky McManus – Interim DCE People & Culture (Unitec)
	Ali Ikram – Senior Communications Manager (MIT)

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

The meeting was subsequently adjourned and resumed at 1pm.

Welcome & Apologies

The Chair welcomed everyone to the meeting and noted the apologies from Peter Parussini and Andrew Lesa.

Disclosure of Interests Register

No conflicts with the matters on the agenda were declared and it was noted that the register is to be updated to include the interests of Marama Royal.

Meeting Schedule 2021

The Board noted the Meeting Schedule for 2021.

Committees of the Board

The meeting noted the Committees of the Board.

2. Minutes of the Open Board Meeting held 29 April 2021

The Board noted the minutes.

Resolved:

The Board

Approved the minutes of the Unitec NZ Ltd ordinary Open Board Meeting held on 29 April 2021 as a true and correct record; and

Approved the minutes of the Manukau Institute of Technology Ltd ordinary Open Board Meeting held on 29 April 2021 as a true and correct record.

Moved: P Winder

Seconded: S Renata

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: M Cairns

CARRIED

5. Health and Safety Report

The Board received and discussed the Health and Safety Report. Management noted that reminders will be sent out in relation to the completion of Health and Safety Inductions by Board members. Further to the completion of his safety walk, R Reid raised concerns in relation to the height of the atrium floor barriers at Manukau Campus. Management confirmed that this issue has been raised previously within the internal health and safety log and an investigation and report has been completed.

Action: the review of Manukau Campus atrium floor barriers is to be revisited in light of the Board's observations.

Resolved:

The Board received the Health and Safety report.

Moved: P Winder

Seconded: M Cairns

CARRIED

6. Reports and minutes from Committees

6.1 Academic Committee Reports and Minutes

Management spoke to the report and highlighted a tension that is rising within the Academic community as a result of NZQA proposals in relation to simplifying the qualifications system, which could see potential changes to their ability to contribute to curriculum design, development and review.

Resolved:

The Board received the report from the MIT Academic Committee and the minutes of the meeting held 5 May 2021.

Moved: P Winder

Seconded: S Renata

CARRIED

6.2 MIT Pacific Community Komiti Minutes

The Board questioned the note in the minutes stating that 70% of students' withdrawals are those who don't turn up from day one. Management noted that this may not have been expressed correctly in the minutes and will confirm the statistics presented.

Action: the accuracy of these statistics will be picked up when the Ōritetanga Report is presented to the Board.

Resolved:

The Board received the MIT Pacific Community Komiti meeting minutes of 7 May 2021.

Moved: P Winder

Seconded: Ziena

CARRIED

7. Items for Approval

7.1 MIT Granting of Awards

Resolved:

The Board confirmed the sealed awards granted by the Chief Executive under the delegated authority of the Board since the last Board meeting held 29 April 2021.

Moved: P Winder

Seconded: M Cairns

CARRIED

7.2 Amendments to Statute 3: The Academic Statute; and Statute 4: The Student Statute

Resolved:

The Board approved the proposed amendments to Manukau Institute of Technology (MIT) Statute 3: The Academic Statute and Statute 4: The Student Statute to come into effect immediately.

Moved: P Winder

Seconded: Z Jalil

CARRIED

8. Correspondence

8.1 Letter of thanks to Rt Hon J Ardern

8.2 Letter of thanks to Hon C Hipkins

The Chief Executive noted, in reference to the third paragraph in the letter to Hon C Hipkins, that the Minister of Education, the Minister of Finance and the Minister of Housing are meeting on 31 May to determine the granting of shovel ready money to Unitec.

Resolved:

The Board noted the outgoing correspondence.

Moved: P Winder

Seconded: R Reid

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
9.	Confidential Minutes of the meeting held 29 April 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).
10.	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).
10.1	MIT Diversity Update	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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding

		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	would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.2	Pay Parity	<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).
11.	Chief Executive's Report	<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).
12.	Enrolment Update	<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>	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).

13.1	Financial Reports – April 2021	<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).
13.2	Debt Management	<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).
13.3	Research Funding 2021	<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</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).

		to prejudice the commercial position of the person who supplied or who is the subject of the information	
14.1	MIT Status of Internal 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>	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).
14.2	MIT Status of External 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>	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).
15.1	Strategy Update	<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</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

		<p>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>	LGOIMA, as a body to which LGOIMA applies).
15.2	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>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).
15.3	Asbestos Remediation	<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).
15.4	Discussions with Te Roopū Mataara	<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</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding

		<p>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>would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
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And that the Chief Executive Gus Gilmore, and members of the MIT and Unitec Executive Team be permitted to remain at the meeting because of their knowledge in relation to issues involved, together with Antoinette Wood (Board Secretary) and Ali Ikram for their support of the activities of the Board. 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 preparation of such matters.

Moved: P Winder

Seconded: R Reid

CARRIED

The open session concluded at 1.22pm.

The public excluded session commenced at 12.55pm and concluded at 2.50pm.

There being no further business the chairperson declared the meeting closed at 2.50pm.



Peter Winder, Chair 27 May 2021