

27 May MIT & Unitec Board Meeting (27/05/2021)

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Karakia timatanga/otinga

[Video of karakia timatanga / otinga \(opening / closing prayer\)](#)

Tūtawa mai i runga	<i>I summon from above</i>
Tūtawa mai i raro	<i>I summon from below</i>
Tūtawa mai i roto	<i>I summon from within</i>
Tūtawa mai i waho	<i>And the surrounding environment</i>
Kia tau ai te mauri tū,	<i>The universal vitality and energy</i>
Te mauri ora ki te katoa	<i>To infuse and enrich all present</i>
Haumi ē, hui ē, tāiki ē!	<i>We are bound, connected and unified in this intention</i>

**Manukau Institute of Technology Limited
and
Unitec New Zealand Limited
MEETING OF THE BOARD OF DIRECTORS**

Date: 27 May 2021

Schedule:

Board & CE Only Session	10.30am – 11.30am
Board Open Session	11.30am – 12.30pm
<i>Lunch</i>	<i>12.30pm – 1pm</i>
Board Closed Session	1pm – 3pm
Meet and greet with Unitec Fono	3pm – 3.45pm

Venue: MIT Boardroom, ND Block, Level 3

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

AGENDA

Open session	
1.	Karakia Welcome & Apologies Disclosure of Interests Register Meeting Schedule 2021 Committees of the Board
2.	Minutes of the Open Meeting held 29 April 2021
3.	Action List
4.	Chief Executive's Report
5.	People and Culture 5.1 Health and Safety Report
6.	Reports and minutes from Committees 6.1 Academic Committee Reports and Minutes 6.2 MIT Pacific Community Komiti Minutes
7.	Items for Approval 7.1 MIT Granting of Awards 7.2 Amendments to Statute 3: The Academic Statute; and Statute 4: The Student Statute
8.	Correspondence 8.1 Letter of thanks to Rt Hon J Ardern 8.2 Letter of thanks to Hon C Hipkins
	<i>Formal Motion for Moving into Closed Session</i>

CLOSED SESSION	
9.	Minutes of the Confidential Meeting held 29 April 2021
10.	Action List 10.1 MIT Diversity Update 10.2 Pay Parity
11.	Chief Executive's Report

12.	Enrolment Updates
13.	Financial Reports 13.1 April Financial Reports 13.2 Debt Management 13.3 Research Funding 2021
14.	Audit and Compliance 14.1 MIT Status of Internal Audit Recommendations 14.2 MIT Status of External Audit Recommendations
15.	Items for Information 15.1 Strategy Update - verbal 15.2 Unitec Building 108 Project Report 15.3 Asbestos Remediation 15.4 Discussions with Te Roopū Mataara
	<i>Formal motion for moving out of closed session</i>
	Karakia and close meeting



Unitec New Zealand Limited and Manukau Institute of Technology Limited Board Membership

Disclosure of Interest Register as at April 2021

Name	Interest	Nature of Interest	Date
Peter Winder	McGredy Winder & Co Ltd	Director / Shareholder	2010
	The Sound of Music Education Ltd	Director / Shareholder	2004
	Manukau Institute of Technology Ltd	Director and Chair	1 April 2020
	Unitec New Zealand Ltd	Director and Chair	1 April 2020
	State Services Commission, Risk and Audit Committee	Member	August 2015
	McGredy Winder Family Trust	Trustee & Beneficiary	2012
	Council of NZ Institute of Skills and Technology	Member	1 April 2020
	Operating Theatre Trust aka Tim Bray Productions	Trustee	February 2021
Peter Parussini	ANZ Bank New Zealand Limited	Employee	2011
	Southern Cross Campus School Foundation	Chair	2010
	Southern Cross Campus School Board of Trustees	Trustee	2008
	Australian Institute of Company Directors	Member	2017
	Radio New Zealand	Governor	2019
	Latisana Family Trust	Trustee & Beneficiary	2017
	Lignano Ltd	Shareholder & Director	2019
Monique Cairns	The New Zealand Home Loan Company Limited	Deputy Chair	May 2018
	The Northern Club	Committee Member	June 2018
	Caribou Consulting Limited	Executive Director	December 2015
	New Zealand Institute of Directors	Member	February 2013
	Australian Institute of Company Directors	Member	February 2020
	Auckland Art Gallery	Member	May 2016
	Monstar Trust	Trustee & Beneficiary	2006
	The Almo Trust	Trustee & beneficiary	February 2019
	The Kaihere Trust	Trustee	2005
	Cairns Family Trust	Beneficiary	TBC
	BoatCo R3500-5 Limited	Shareholder	October 2018
Robert Reid	FIRST Union	President	2011
	The Southern Initiative (Auckland Council)	Consultant	2018
	Auckland Interim Regional Skills Leadership Group	Co-Chair	June 2020
	UnionAid	Trustee	Sept 2020

Name	Interest	Nature of Interest	Date
Ziena Jalil	DNA Designed Communications Ltd	Director	February 2021
	Cancer Society Auckland Northland	Trustee	Sept 2019
	New Zealand Asian Leaders	Advisory Board Member	Feb 2016
	Senate SHJ	Consulting Partner	Feb 2016
	Athene Collaborative Limited	Director / Shareholder	Feb 2018
	MYYODAA Ltd	Shareholder	Nov 2018
	New Zealand Institute of Directors	Member	July 2016
	Global Women	Member	Aug 2019
Fale (Andrew) Lesa	Auckland Conservation Board	Board Member	2018
	Child & Youth Mortality NTA Review Committee	Board Member	2017
	Oranga Tamariki	Board Member	2019
	Philanthropy New Zealand	Board Member	2019
	Auckland Council – Rainbow Communities Advisory Panel	Member	2020
	Leukaemia and Blood Cancer NZ Bone Marrow Donor Registry	Director	Mar 2021
	Emerge Aotearoa	Director	Mar 2021
	Diabetes NZ	Director	Mar 2021
	Kidney Health NZ	Director	Mar 2021
Steven Renata	Kiwa Digital	Co-Owner/Chief Executive	2016
	INNOV8HQ	Co-Owner/Director	2016
	New Zealand Defence Industry Association	Member	2019
	Mangaiti Marae	Trustee	2018
	Unitec Rūnanga Advisory Committee	Member	2018

Interests Declaration – All Members

Name	Interest	Nature of Interest	Date
All Members	Deed of Indemnity executed on behalf of the Company (in the form approved by NZIST Council on 1 April 2020) indemnifying each Director in respect of the matters stipulated in the Deed.	Indemnified Person, as defined in the Deed	1 April 2020

2021 Meeting Schedule

Board/Committee	Date	Venue	Time
MIT/Unitec Board	25 February	Unitec	9am – 5pm
<i>Audit & Compliance Committee</i>	<i>16 March</i>	<i>MIT</i>	<i>9.30am – 11.30am</i>
MIT/Unitec Board	25 March	Unitec	9am – 5pm
MIT/Unitec Board	29 April	MIT	9am – 5pm
MIT/Unitec Board	27 May	MIT	9am – 5pm
<i>Audit & Compliance Committee</i>	<i>17 June</i>	<i>MIT</i>	<i>9.30am – 11.30am</i>
MIT/Unitec Board	24 June	Unitec	9am – 5pm
MIT/Unitec Board	29 July	MIT	9am – 5pm
MIT/Unitec Board	26 August	Unitec	9am – 5pm
MIT/Unitec Board	30 September	MIT	9am – 5pm
<i>Audit & Compliance Committee</i>	<i>28 October</i>	<i>Unitec</i>	<i>9.30am – 11.30am</i>
MIT/Unitec Board	28 October	Unitec	9am – 5pm
MIT/Unitec Board	25 November	MIT	9am – 5pm

Health and Safety Walks 2021

Meeting Date	Venue	Timing	Board Members	
25 February	Unitec	8.00 am	Peter Winder	Peter Parussini
25 March	MIT	8.00 am	Andrew Fale	New Member
29 April	Unitec	8.00 am	Robert Reid	Monique Cairns
27 May	MIT	8.00 am	Peter Winder	Steven Renata
24 June	Unitec	8.00 am	Peter Parussini	New Member
29 July	MIT	8.00 am	Ziena Jalil	Monique Cairns
26 August	Unitec	8.00 am	Andrew Fale	Steven Renata
30 September	MIT	8.00 am	Robert Reid	Peter Parussini
28 October	Unitec	8.00 am	Ziena Jalil	New Member
25 November	MIT	8.00 am	Andrew Fale	Monique Cairns



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

BOARD MEMBERS TERMS OF APPOINTMENT

	Director	Position	Term Commenced	Term Expires
1	Peter Winder	Chairman	1 April 2020	31 December 2022
2	Peter Parussini	Member	1 April 2020	31 December 2022
3	M Cairns	Member	1 April 2020	31 December 2022
4	Z Jalil	Member	1 April 2020	31 December 2022
5	A Lesa	Member	1 April 2020	31 December 2022
6	S Renata	Member	1 April 2020	31 December 2022
7	R Reid	Member	1 April 2020	31 December 2022

STANDING COMMITTEES AND BOARD MEMBERSHIP

Audit & Compliance Committee	P Winder (Interim Chair) R Reid S Renata M Cairns A Lesa – permanent alternate
CE People and Culture Committee	P Winder- Chair Z Jalil P Parussini
Fono Faufautua	A Lesa
Rūnanga	S Renata

Sub-Committee and Board Membership

Tāmaki Makaurau Strategy	Robert Reid	Chair
	Ziana Jalil	Member
	Steven Renata	Member



Manukau Institute of Technology Limited
(the Company)

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
(the Board)

Thursday, 29 April 2021 at 11.30 am

Minutes of the meeting of the Board of the Company held on Thursday, 29 April in the Boardroom at Manukau Institute of Technology Limited, Otara Campus, Auckland.

DIRECTORS

Peter Winder, Chair Robert Reid Ziena Jalil Monique Cairns Peter Parussini

APOLOGIES

Andrew Lesa Steven Renata

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) Jacky McManus – Interim DCE People & Culture (Unitec)
Antoinette Wood – Board Secretary (MIT) Lynnette Brown - Board Secretary (Unitec)
Wiremu Manaia – DCE Māori (MIT) Ali Ikram – Senior Communications Manager

OPEN SESSION

Karakia – The meeting was opened with a karakia

1. **Welcome & Apologies**

The Chair welcomed everyone to the meeting and noted the apologies from Andrew Lesa and Steven Renata.

1.1. **Disclosure of Interests Register**

No conflicts with matters on the agenda were declared and there were no changes to the interest register.

1.2. **Meeting Schedule 2021**

The Board noted the Meeting Schedule for 2021.

1.3. **Committees of the Board**

The meeting noted the Committees of the Board

2. **Minutes of the meeting held 25 March 2021**

The Board noted the minutes.

Resolved:

The Board approved the minutes of the Manukau Institute of Technology Ltd Open Board Meeting held on 25 March 2021 as a true and correct record of the meeting.

Moved: P Winder

Seconded: M Cairns

CARRIED

2.1. **Matters arising**

There were no matters arising

3. **Action List**

The Board noted the action list and Management's update in respect of the dental technicians school which is being explored.

4. **Chief Executive's Report (Verbal Update)**

The Chief Executive provided a verbal update including:

- TechPark Opening – a very successful event was held with strong representation from iwi, particularly Tainui.
- Bachelor of Education initial teacher degree programme has received approval from NZQA. This is a unique "in-work" training model developed to meet the needs of the South Auckland community, particularly Pasifika.
- The CE is close to appointing a kaumatua for MIT.

Resolved:

The Board received the Chief Executive's verbal update.

Moved: P Winder

Seconded: P Parussini

CARRIED

5. **People and Culture**

5.1. **Health and Safety Report**

The Board received and discussed the Health and Safety report. It was noted that the emerging issues in respect of TechPark are being addressed by management.

Resolved:

The Board received the Health and Safety report.

Moved: P Winder

Seconded: R Reid

CARRIED

6. **Reports and Minutes from Committees**

6.1. **MIT Academic Committee Report and Minutes from the Meeting held 7 April 2021**

The Academic Committee recently held a special meeting to discuss the review of the quarters system. The Schools of Business and Technologies switched to a quarters system to enable four intakes per year. Discussion was held around the importance of engagement with learners to determine the style of learning that works for them and that learners must be at the centre of the decision-making.

Management provided a verbal update in respect of the recently completed Targeted Evaluation. The Board were informed that provisional feedback from the panel identified some areas for improvement, but overall, the outcome was positive.

Resolved:

The Board received the Open Session minutes of the meeting of the Academic

Committee held on 7 April 2021.

Moved: P Winder

Seconded: Z Jalil

CARRIED

6.2. **MIT Pacific Community Komiti Minutes of Meeting Held 9 April 2021**

Resolved:

The Board received the MIT Pacific Community Komiti meeting minutes of 9 April 2021.

Moved: P Winder

Seconded: R Reid

CARRIED

7. **Correspondence**

7.1. **Te Pūkenga Shareholder's Resolution**

Resolved:

The Board received the Shareholder's Resolution in lieu of Annual Meeting

Moved: P Winder

Seconded: P Parussini

CARRIED

8. ***Formal Motion for Moving into Closed Session***

The Chair moved that the public be excluded from the remainder of the meeting. This resolution will be made 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 25 March 2021	<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).
9.1	Matters Arising	<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).
10	Action List	<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.	<p>Chief Executive's Report including</p> <p>Strategy Committee Meeting Notes</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	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

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
	Strategy Committee Terms of Reference	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	Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.	Financial Reports		
12.1.	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).
12.2.	Financial Reports – March 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).

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
12.3	Status of Audit Recommendations – External	<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).
12.3	Status of Audit Recommendations – Internal	<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.	Items for Approval		
13.1.	Group Debt Financing and Transactional Banking Arrangements (Amended)	<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</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).

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
		<p>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>	
13.2.	ANZ Bank Debt Covenants 31 Dec 20 (MIT)	<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.	Te Pūkenga Borrowing Consent	<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.	Items for Information		

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
14.1.	Capital Projects		
	Strategic Projects Overview	<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.	People and Culture		
15.1.	Staff Diversity and Equity Report	<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).
15.2.	Staff Complaints Report	<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</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).

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
		employees of any organisation in the course of their duty	
16.	Reports and Minutes from Committees		
16.1.	MIT Academic Committee Minutes of the meeting held 7 April 2021	<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).
17.	Correspondence		
17.1.	Te Pūkenga Letter of Comfort	<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).

And that Chief Executive, Gus Gilmore, and members of the Executive Leadership Team be permitted to remain at the meeting after the public has been excluded, because of their knowledge in relation to the above items, together with Lynnette Brown, Antoinette Wood, 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: M Cairns

CARRIED

The open session concluded at 12.25 pm.

The public excluded session commenced at 12.55 pm and concluded at 3pm.

Peter Winder, Chair 29 April 2021

The meeting concluded at 3.00 pm



Unitec New Zealand Limited
(the **Company**)

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
(the **Board**)

Thursday, 29 April 2021 at 11.30 am

Minutes of the meeting of the Board of the Company held on Thursday, 29 April in the Boardroom at Manukau Institute of Technology Limited, Otara Campus, Auckland.

DIRECTORS

Peter Winder, Chair Robert Reid Ziena Jalil Monique Cairns Peter Parussini

APOLOGIES

Andrew Lesa Steven Renata

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)	Jacky McManus – Interim DCE People & Culture (Unitec)
Antoinette Wood – Board Secretary (MIT)	Lynnette Brown - Board Secretary (Unitec)
Wiremu Manaia – DCE Māori (MIT)	Ali Ikram – Senior Communications Manager

OPEN SESSION

Karakia - The meeting was opened with a karakia

1. **Welcome & Apologies**

The Chair welcomed everyone to the meeting and noted the apologies from Andrew Lesa and Steven Renata.

1.1. **Disclosure of Interests Register**

No conflicts with matters on the agenda were declared and there were no changes to the interest register.

1.2. **Meeting Schedule 2021**

The Board noted the Meeting Schedule for 2021

1.3. **Committees of the Board**

The meeting noted the Committees of the Board

2. **Minutes of the meeting held 25 March 2021**

The Board noted the minutes.

Resolved:

The Board approved the minutes of the Unitec NZ Ltd Open Board Meeting held on 25 March 2021 as a true and correct record of the meeting.

Moved: P Winder

Seconded: M Cairns

CARRIED

2.1. **Matters arising**

There were no matters arising.

Action List

3. The Board noted the action list.

4. **Chief Executive's Report (Verbal Update)**

The Chief Executive provided a verbal update including:

- Unitec Autumn Graduation – a successful event has been held at the Aotea Centre. As with any event of this size there were areas identified for improvement. The first ceremony was disrupted by a fire alarm which required evacuation and impacted on students' experience
- Good engagement with AWS (Amazon) Entrepreneurship Programme – a micro credential programme aimed to attract Māori and Pacific students into ICT. This has now become a Te Pūkenga initiative to be rolled out across the country with Unitec as the lead.

Resolved:

The Board received the Chief Executive's verbal update.

Moved: P Winder

Seconded: P Parussini

CARRIED

5. **People and Culture**

5.1. **Health and Safety Report**

The Board noted the Health and Safety report.

Resolved:

The Board received the Health and Safety report.

Moved: P Winder

Seconded: R Reid

CARRIED

6. **Reports and Minutes from Committees**

6.1. **Unitec Fono Fauautua Committee – Minutes 17 March 2021**

Resolved:

The Board received the draft minutes of the Unitec Fono Fauautua Committee meeting held 17 March 2021

Moved: P Winder

Seconded: Z Jalil

CARRIED

Action: Invite the Fono to the next meeting of the Board.

7. **For Information**

7.1. **Priority Groups Report**

The Board noted the report and Management's updated overview of the four priority groups.

Management advised that the goal of parity for Māori and Pacific learners in 2022 is to be reviewed following the final confirmed SDR results for 2020. A dashboard is to be developed to provide the Board with improved visibility to progress towards achieving the parity targets.

The Board endorsed Management's consideration of the parity targets and look to discussing this further at the next meeting of the Board.

Resolved:

The Board received the joint overview report from the Priority Groups (Māori Success, Pacific Success, Under-25s Success and International Success).

Moved: P Winder

Seconded: Z Jalil

CARRIED

Action: Dashboard report to be provided to the Board on parity targets for priority groups at the June meeting

8. **Correspondence**

8.1. **Te Pūkenga Shareholder's Resolution**

Resolved:

The Board received the Shareholder's Resolution in lieu of Annual Meeting.

Moved: P Winder

Seconded: P Parussini

CARRIED

9. **Formal Motion for Moving into Closed Session**

As Chair, I move that the public be excluded from the remainder of the meeting. This resolution will be made 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
10.	Confidential Minutes of the meeting held 25 March 2021 and Unitec e-meeting 16 April 2021	<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).
10.1.	Matters Arising	<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.	Action List	<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.	Chief Executive's Report including Strategy Committee Meeting Notes	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	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

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
	Strategy Committee Terms of Reference	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	Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.	Financial Reports		
13.1.	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).
13.2.	Financial Reports – March 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).

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
13.3.	Audit and Compliance 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 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).
13.3.1.	Unitec Financial Statements to 31 Dec 20	<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).
13.3.2.	Unitec Audit NZ Draft Audit 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>	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).

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
		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	
13.3.3.	Unitec Letter of Representation 31 Dec 20 Financial Statements	<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).
13.3.4.	Memo Land Valuation Mt Albert Campus	<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).
13.3.5.	Memo Fair Value Assessment Waitakere and Mt	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding

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
	Albert Campus Buildings	<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>	would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.3.6.	Status of Audit Recommendations – External	<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).
13.3.7.	Status of Audit Recommendations – Internal	<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</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).

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
		who supplied or who is the subject of the information	
14.	Items for Approval		
14.1.	Group Debt Financing and Transactional Banking Arrangements (Amended)	<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.	ANZ Bank Debt Covenants 31 Dec 20 (MIT)	<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).
14.3.	Te Pūkenga Borrowing Consent	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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

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
		<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>	Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.	Items for Information		
15.1.	Capital Projects		
15.1.1.	Strategic Projects Overview	<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).
15.1.2.	B108 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>	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).

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
		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	
16.	People and Culture		
16.1.	Staff Diversity and Equity Report	<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).
16.2.	Staff Complaints Report	<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).
17.	Reports and Minutes from Committees		
17.1.	MIT Academic Committee Minutes of the meeting held 7 April 2021	<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</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).

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
		and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	
18.	Correspondence		
18.1.	Te Pūkenga Letter of Comfort	<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).

And that Chief Executive, Gus Gilmore, and members of the Executive Leadership Team be permitted to remain at the meeting after the public has been excluded, because of their knowledge in relation to the above items, together with Lynnette Brown, Antoinette Wood, 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: M Cairns

CARRIED

The open session concluded at 12.25 pm.

The public excluded session commenced at 12.55 pm and concluded at 3pm.

The meeting concluded at 3.00 pm

Peter Winder, Chair 29 April 2021

Open Action Items

Unitec				
Meeting Date	Agenda Item	Action	Responsible	Status
29-Apr	6.1	Unitec Fono to be invited to the next meeting of the Board	Lynnette	Closed - invitation extended for 27 May
29-Apr	7.1	Dashboard report to be provided to the Board on parity targets for priority groups at the June meeting of the Board	Simon Nash	Open
MIT				
Meeting Date	Agenda Item	Action	Responsible	Status
29-Apr	7.1	Dashboard report to be provided to the Board on parity targets for priority groups at the June meeting of the Board	Simon Nash	Open



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting

27 May 2021

Provided by:	Gus Gilmore, Chief Executive
Title:	Chief Executive Open Session Report
For:	Information

Recommendation

It is recommended that the Board note the information supplied below.

Purpose

The purpose of this paper is to provide the Board with an update on relevant issues and opportunities.

MANUKAU INSTITUTE OF TECHNOLOGY

MARKETING

Marketing is focused on meeting MIT's budget and we are in the tail end of our campaign for our May intake. While this is traditionally not a big intake for MIT, we are currently 83% up on applications and 62% up on enrolments.

We also have a campaign running concurrently to push for our Semester 2 intake. At the time of writing, we are 108% up on applications for post-May intakes. In saying that, there was a large spike of applications in June last year due to the introduction of TTAF – this is likely to have an impact on our year to year comparison.

We have also recently sponsored the New Zealand Race Unity Speech Awards, with the Auckland heats, semi-finals and national finals held in our Marae.

70 rangatahi from around the country held deep and earnest discussions about how we can eradicate racism and bring about unity in Aotearoa, supported by New Zealand's Race Relations Commissioner, Meng Foon and a range of other political figures and dignitaries.



PASIFIKA DEVELOPMENT OFFICE

PDO is working closely with the Ethics Subcommittee, Pasifika Academic Subcommittee and MIT's Research Office to refine the Pasifika Research Action Plan. This has been devised to increase Pasifika research outputs from Pasifika researchers and non-Pasifika researchers who work on Pasifika research projects. There will be some work in this area to amend research guidelines and ethics guidelines that focus on Pasifika research.

UNITEC

ENROLMENT & ACADEMIC OPERATIONS

Timetabling

Development of 2022 timetable is at the stage where roll over in a lot of the programmes into our Annual data planner is about to occur, from there on it is a case of managing the 'exceptions' and then we will commence populating the timetable before the final step of publishing.

The timetabling project to provide an enhanced staff interface to reduce confusion and reduce academic burden will go live at the end of May.

PACIFIC SUCCESS

- The Pasifika Fale relocation project from Building 1 to in front of Building 113 is well underway. The fale will be moved in three parts and will hopefully be fully moved to new location within the next two weeks.
- Maori & Pacific Whanau-Fanau Day is scheduled for Saturday 29th May – 9am to 12pm.



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting
27 May 2021

Provided by:	Kirsten Sargent, Interim DCE People and Culture, MIT Jacky McManus, Interim DCE People and Culture, Unitec
Title:	Safety, Wellbeing and Sustainability Report April 2021
For:	Review

Recommendation

It is recommended that the Board receive the information attached, which is supplied as a status report on Safety, Wellbeing and Sustainability for MIT and Unitec for the month of April 2021.



Safety, Wellbeing and Sustainability Report April 2021

Author Kirsten Sargent, Interim DCE People and Culture, MIT
Jacky McManus, Interim DCE People and Culture, Unitec

Endorser Gus Gilmore, Chief Executive

Date 27 May 2021

Significant Injuries – Mar 2021

Apr 2021 vs Apr 2020 - MIT

Significant Injuries	Apr 21	Apr 20	
Employee	0	0	=
Student	0	0	↓

Staff

Significant Injuries this month.

- Nil

Students

Significant injuries this month.

- Nil

Apr 2021 vs Apr 2020 - Unitec

Significant Injuries	Apr 21	Apr 20	
Employee	0	1	↓
Student	0	0	=

Staff

Significant Injuries this month.

- A staff member suffered a **medical event** while on Campus. An ambulance was called and he remains hospitalised.

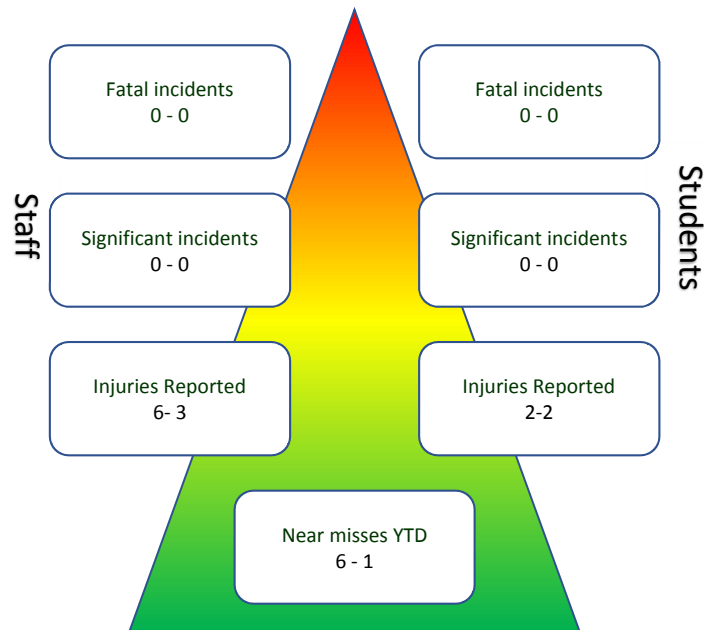
Students

Significant injuries this month.

- Nil

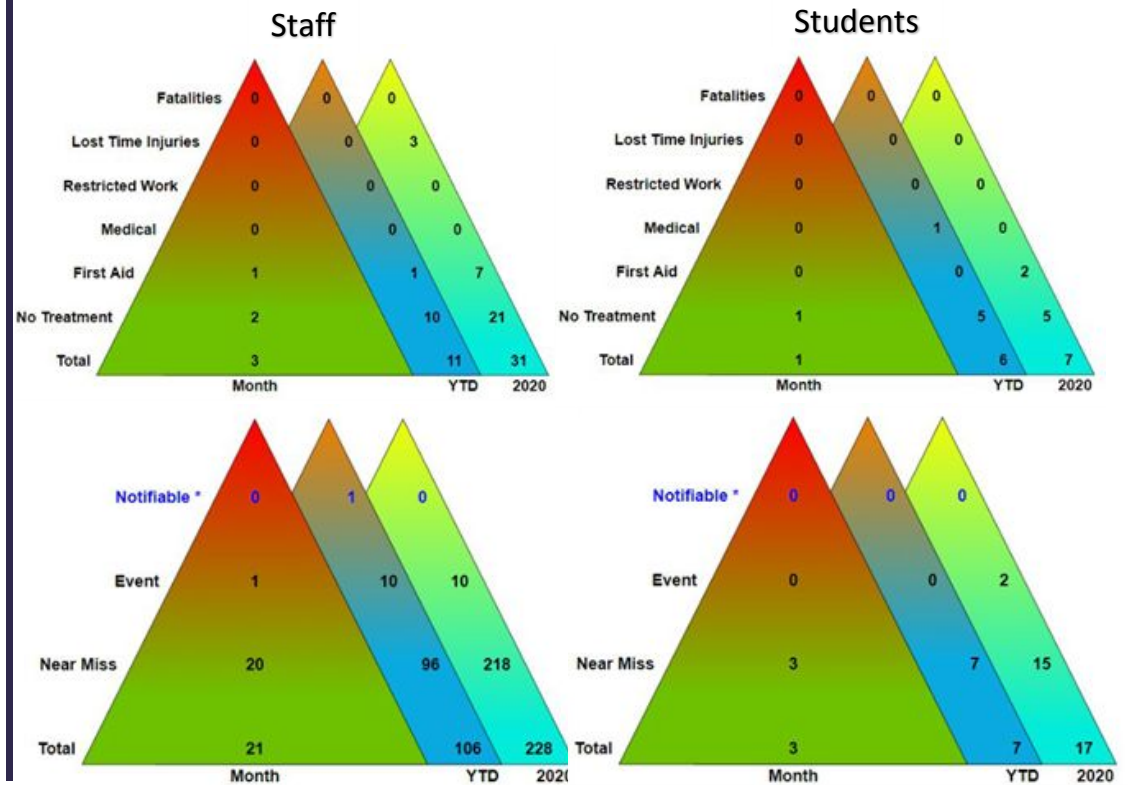
Injuries/Incidents Staff and Students

Apr 2021 vs YTD vs 2020 YTD MIT



*2021 is the left-hand number in the box.
*2020 is the right-hand side number in the box.

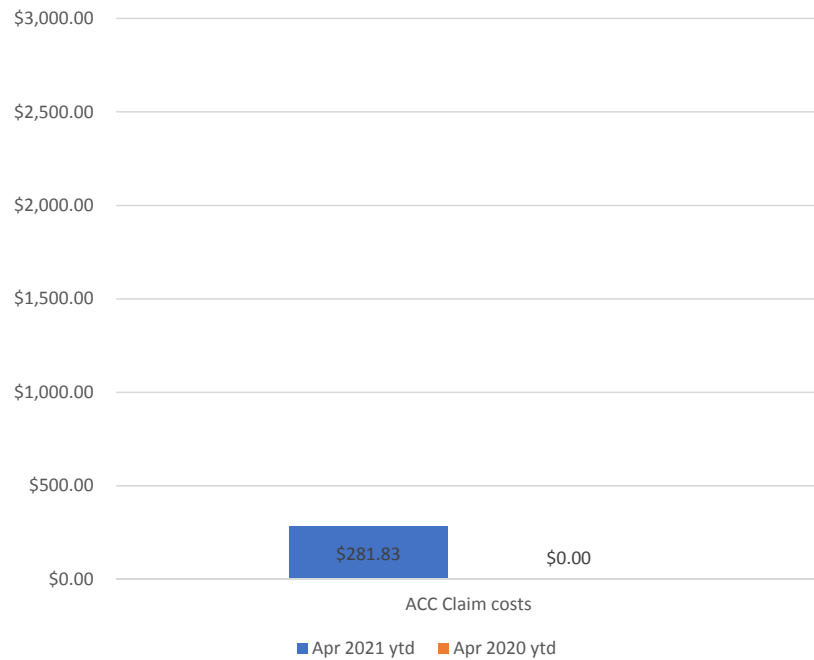
Apr 2021 vs YTD vs 2020 YTD Unitec



CE Safety KPI = Less than 10 Staff and students incidents per annum

ACC Claims

MIT

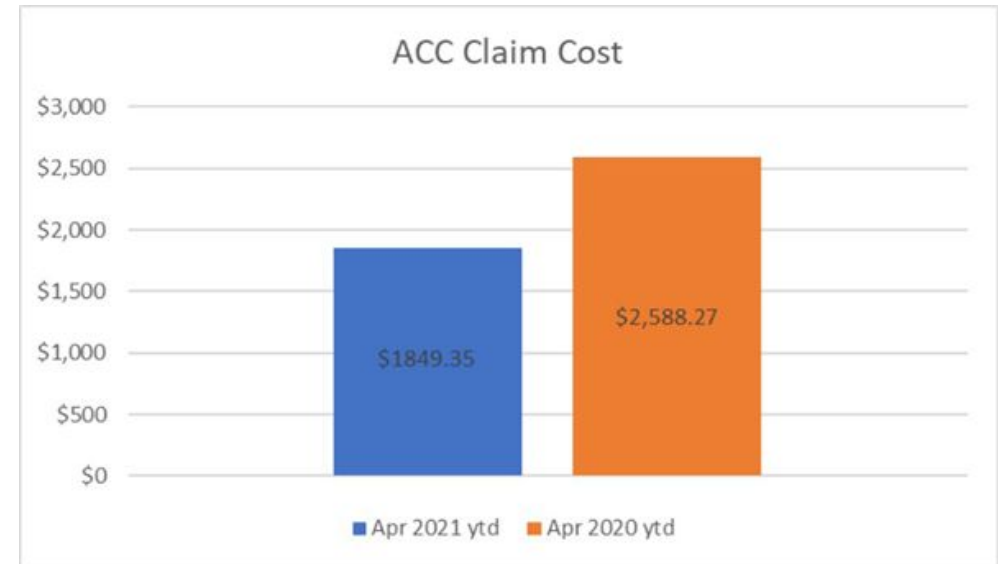


ACC Claims

ACC Claims	Apr 21	Apr 20	
Employee	1	0	↑

Note* MIT continues to track significantly lower than years past in regards to ACC injury claims and incidents occurring. For example April 2019 ytd acc claim cost - \$4,172.82

Unitec



ACC Claims

ACC Claims	Mar 21	Mar 20	
Employee	0	1	↓

Leadership Safety Walks

Executive Leadership Team (ELT) site observations – MIT

ELT Site Observations for MIT are captured in the ELT Observation App.

ELT Member	Site Visited	Observations	Corrective Actions
Kirsten Sargent	Nursing	Safety walk with the board – as per the notes below – safety practises both in the suites and the labs top notch	None
Kirsten Sargent, Gus Gilmore and Nick Shepherd	Tech Park	Safety meeting around the notices issued by staff at Tech Park – very positive meeting. Issues addressed and action on place – RESULT – staff happy with actions and notices withdrawn	These are in play and lodged within a rolling spreadsheet – actions are owned by GM and safety and wellbeing manager

Executive Leadership Team (ELT) site observations – Unitec Apr 2021

ELT Site Observations for Unitec are captured in Vault.

ELT Member	Site Visited	Observations	Corrective Actions
Gus Gilmore	Building 108 Re-roofing project - 14 April	-The barrier fence line is about to be moved back to re-open UPC area. -The inside demolition is now complete.	None

Board member Health and Safety site observations – MIT April

Board Member	Site visited	Corrective Actions
Robert, Monique	Nursing	29 th April - Completed
Overview: Board members were impressed by the facilities, as well as the hygiene standards and practices held at the Nursing School. The wards, simulation room and labs were reviewed as well as the storage facilities for hazardous substances.		

Board member Health and Safety site observations – Unitec Apr 2021

Board Member	Site visited	Corrective Actions
	There were no Safety Observations conducted by Board members this month.	

H&S Committees

MIT H&S Committee Update

Committee (area)	Last Meeting Date	Critical Risks Identified
ND Block (Academic, People and Culture, Legal, Marketing)	Wed 21 April	Self-assessment for Safe365 booked for May 12. New chair to be appointed. Risk assessment being completed for ND lift being out of action for 6 weeks.
Manukau Campus	Fri 23 April	AED relocated and all staff notified Self assessment to be completed for each area.
Otara "Quad"	Thur 6 May	Security has been confirmed to increase monitoring and lock buildings for late classes, staff to confirm class timetables to increase awareness and security presence during after hour works.
Property/Tech Services	Wed 21 April	New H&S rep training completed. Hazard registers still in review. More signage to be put up around ND block – high traffic area.
Otara Service Centre (excluding ND and NB)	Fri 23 April	Self assessment to be completed for each area.
Tech Park	Wed 5 May	Working on combining training matrix and hazard register for all of TechPark.

Unitec H&S Committee Update

Committee (area)	Last Meeting Date	Critical Risks Identified
H&S Representatives	5 May 2021	H&S Reps training and observations discussed. Mataaho H&S Advisor has completed a guarding course B048 Evacuation Fire Trial was successful (improved from 2020) Creative Industry raise potential risk from working at height in future film studio B108 - Safety by design
Trades and Services	4 May 2021	New guillotines purchased with compliant guarding. Inadequate lighting in Mataaho to be purchased in CAPEX next year.
Te Puna Kararehe	April 2021	Student Supervision around animals discussed - All actions are complete
Infrastructure Operation Monthly Toolbox	21 April 2021	Pedestrians are walking on the road and not the fenced off pedestrian area between B 110 and B 107 – signage will be refreshed Lighting inadequate around the back road, B 76 and B 115 due to street lighting and overgrown trees

Risk Assurance and Critical Risk Audits

Tracking key	
ON TRACK	
OFF TRACK	
COMPLETE	

MIT

Critical Risk/Audit	Traffic Light	Update
Asbestos	February	Audit completed with Property Manager. Update has been provided in previous safety reports
Annual review of H&S team Documentation	May and ongoing	Safety and Wellbeing team have begun work on the annual review of all policies and documents in the safety system.
Review of Emergency Response Procedures	TBC	We have received a quote from Risk Logic. Next action is to organize the training. Intention is to look at having consistent process in place for emergency response.
Motor vehicle review	April	Review of vehicle management system and maintenance completed; sufficient system and S&W team to be notified of any incidents going forward however these are currently minimal (none for 2021 so far).
Arboriculture	TBC	Worksite practice still tbc once students return from break Storage audit completed – organised and correct storage, some issues identified with regards to power on site.
Fire training Mahurangi	June	Further risk assessment and audit of fire container tbc dates.
Maritime Life boat review	July	Review of risk management on site for the life boats and a potential move to simulation for life boats.
Scaffolding School	August	An external auditor will be scheduled to conduct a review of the scaffolding school documentation and practice.
Plant and Machinery Audit - TechPark	March - September	Entire site review will be conducted to assess risk and control management of all TechPark plant and machinery. As progress occurs the report will be updated.

Unitec

Critical Risk/Audit	Traffic Light	Update*
Heads of Schools and Directors - Annual Risk Register Review	90% Complete	Heads of Schools and Directors have conducted a review of their Risk registers.
Head of School (HoS) Safety Walk – Lee Baglow	29/04	Lee was impressed with the improvements with layout. Space used by UPC student was clean and kept tidy
Head of School (HoS) Safety Walk – Susan Bennett	28/04	Several maintenance related jobs were logged
IT - Manager Safety Walk	14/04	B172 space. IT set up meets H&S requirements
Vehicle Systems and Materials – Manager Safety walk	19/04	Untidy areas with dirty/damp (brake fluid) paper towels on bench Walkway around benches cluttered Electrical lead damaged - removed
Architecture Classroom - Technician Area Inspection/ Audits	15/04	Rooms 1043 and 1047 Student capacity reduced to fire egress requirements
MIQ Inspection	27/04	Inspection of the new location set up conducted – no findings
B111-115 Inspections	6, 14, 23, 27/04	External inspections conducted – near misses communicated to FM and Contractors

* Assurance activities and corrective actions are recorded in Vault

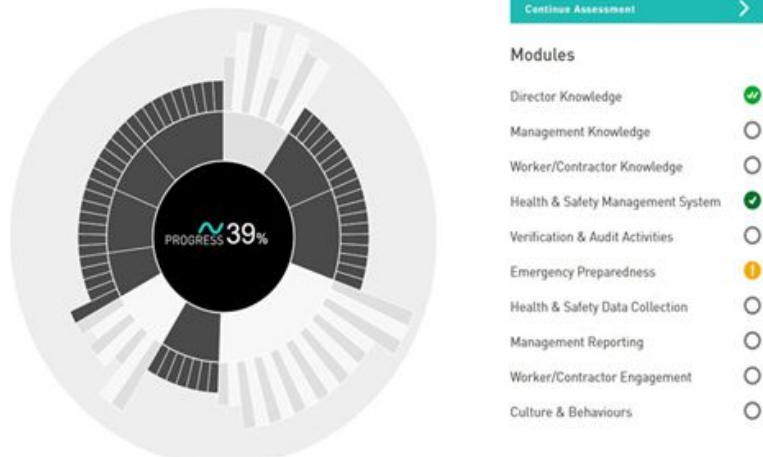
Safe365: Summary View

MIT Safe365 Implementation Plan

Organisation Dashboard

Understand your Safe365 assessment progress & results!

About the starburst



Roll Out

- MIT are rolling out safe 365 as part of our new safety system. Commencement of education and communication was in February.
- Self assessments by each of the committees are part of the roll out (detail below)

Assessments – Underway

- Academic Committee self assessment is underway. To be completed by May 15th.
- Further self assessments will be booked with other committees as the year progresses.
- ELT to be trained on the system and undertake self assessment in mid year

Unitec Aggregated Starburst April



Trades and Services Starburst April



Creative Industries Starburst April



Actions required by Board and ELT for Safe365 Directors' Knowledge Module to turn from amber to green

- H&S Induction:** Complete the MIT/Unitec H&S Directors' induction and the quiz
- Director Engagement:** All directors conduct a dedicated H&S Walk per month
- Director's Expertise Evaluation:** in regards to Risk, ISO31000, Legislative and Industry Expertise, an evaluation needs to be completed – by 30/06/21

Wellbeing Strategy Update

MIT

Lunch and Learn

Employee Value Proposition – Wed 5 May

Seek providing information on the unique benefits and value that we, as a company have to offer and the experiences of working at MIT that attract and retain our best people.

Standing up to Stress– Wed 19 May

Identify signs and symptoms of stress, links between stress and high blood sugar levels.

Learn tips & different types of exercises, the importance to stretch and how to do it correctly.

Make small changes in your lifestyle for better sleep and lower levels of fatigue.

Workplace Massage

Next dates booked - Wed 5 and 19 May

The first date booked out with great feedback, will look to host at Manukau Campus going forward as well.

Wellbeing Expo

Booked - Fri 21 May

Stall holders currently being confirmed

Working with Student Journey team on set up and student involvement/offering.

People and Culture Calendar

Draft in progress

Unitec

Wellness Programme

- **Well You** /wellbeing expo booked for June (10th Mt Albert, 17th Waitakere)
- Set up the **Wellbeing room** for staff at the Waitakere campus
- **8 initiatives** offered in the weekly schedule of activities
- Ran **3 get togethers**: Sustainability Club, Mu Talanoa (Chess & Chat) and the Book Club.

Students and Staff Workshops

Delivered '**Managing risks to Mental health**' workshop for staff and gave a guest lecture to Engineering students on '**Organisational culture for wellbeing**'

Wellbeing Strategy – Risk Management Focus

Southern carpark closure

Supported Communications team with the staff notice. To relieve some of the pressure on the remaining carparks, **fast tracked travel plan actions**:

- Flexible Work Guidelines for staff
- 2 week free HOP card trials for staff
- 15min Journey Planning sessions for staff and students
- Additional shuttle stops to reduce the walking distance between the two public transport hubs at both ends of Carrington road

B111-B115 Closures

Supported Infrastructure team in locating vacant office desks and setting up **temporary office space for displaced staff**

Sustainability Strategy Update

MIT

Policy

MIT to develop policy in consultation with staff, unions and student council.

Set clear KPIs

3 Projects as per the CE KPI's and MIT's strategic plan. They have been identified and include:

1. Goal One – Encourage sustainable transport choices
2. Goal Two – Educate our staff and students to make sustainable choices
3. Goal Three – Reduce Ecological footprint

Communicate

Over the next month we will look to refine these KPI's putting in place measures. They will then be communicated to staff and students.

Reporting

Each month we will report to the board on:

Goal	Measures	Current State	Future State	Traffic Light	Updates to goal

Unitec – Project Updates and YTD Progress



Zero Waste

Received [Critical](#) bins and sheets made from recycled plastic. Once UPC re-enters B108, the project team will meet and lock in the Semester 2 timeline for the student circular economy project. ●

Low Carbon

Carpooling App

- Held 2 steering committee workshops with four key stakeholders (students, academics, support staff and Auckland Transport). Extremely engaged crowd. ●
- IT team helped finalise the plan for the proof of concept. Next step is to seek approval from the Project Governance Group (meeting scheduled 18/05).

Sustainable Food

B510 garden still closed due to asbestos remedial works. Supported Learning student that was meant to be interning with us is instead working for the Sanctuary Gardens (ran by external NGO but also on site). ●

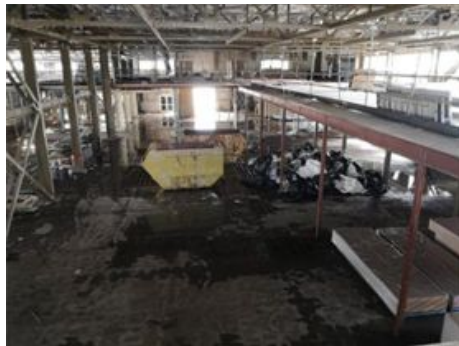
Kaitiakitanga

Paused planned activity and instead focused on supporting teams to mitigate impact of carpark closures on students and staff ●

Unitec Update

Building 108 Update

- Stage 1 & 2 of the re-roofing of B108 has now been completed.
- The inside has now been cleared and is ready for refurbishment.
- On target for the re-opening of Stage 3A to allow UPC's return to this space.



Gus Gilmore completed a safety walk of the inside of Building 108 which has now all been demolished.



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting 27 May 2021

Provided by:	Prof Martin Carroll, DCE Academic
Title:	MIT Academic Committee Report
For:	Information

Recommendation

It is recommended that: The Board note this report from the MIT Academic Committee.

Purpose

This report is designed to keep the MIT Board apprised of the deliberations and recommendations of the MIT Academic Committee.

Background/Introduction

The MIT Academic Committee met on 5 May 2021 (incorporating Minutes from a Special Meeting of 28 April).

Quarters System

Academic Committee resolved the following:

That:

- (a) MIT substantively reverts to the semester system at the Schools of Business and Digital Technologies; and**
- (b) these Schools retain the prerogative of determining whether or not any sub-degree programmes currently delivered in the Quarters system will continue to be delivered in that form and, for those programmes that do, the curriculum and supporting processes be redesigned to optimise outcomes for that form of delivery; and**
- (c) these Schools actively explore the potential for courses to be delivered in the evenings to increase opportunities for part time study.**

The Academic Committee also determined to monitor the transition from quarters to semesters at each meeting at least until the commencement of semesterly delivery.

There was healthy and robust debate on this matter at a Special Meeting of the Academic Committee on 28 April and then at the meeting of 5 May. Every system, be it semesters, three



semesters per year (sometimes called trimesters), quarters or 4-week model (all of which are well explored in literature and practice within Australasia), has been found to have advantages and disadvantages.

The reasons for the Academic Committee's decision are as follows:

- (a) At MIT, a review of the EPI data (course completions, retention, qualification completion and progression) showed no conclusive evidence that students achieved better outcomes under either a quarters system or a semesters system.
- (b) For students, the advantages of a semester system include:
 - a. more time to reflect deeply on the learning (which is particularly important at the higher levels, i.e. Level 6 and above);
 - b. more opportunity to consult with staff and peers between timetabled hours;
 - c. more time to undertake assignments and projects that may require milestone events beyond the direct control of the learner (delays in which can have a major disruptive impact), including more time to work collaboratively with peers on projects and team-based tasks; and
 - d. less negative impact in the event of temporary unavailability (through sickness, tangihanga leave etc.)
- (c) For part-time students, semesters may provide more attractive study options. Since the introduction of quarters in 2017, part time enrolments have declined. While this will have multiple contributing factors, one is likely to be the pressure of studying part time in a quarters system given that a part time student can only be half-time (i.e. 1 course at a time, with 6-8 timetabled hours per week). This is onerous for learners in full time employment. Under a semesters system, part-time can mean 1 course per semester (3-4 timetabled hours per week), 2 courses (6-8hrs) or 3 courses (9-12hrs).
- (d) For international students, more intakes per year leads to more students enrolling. However, given the continuing COVID-19 pandemic and the main countries of origin of previous international students in the Schools of Business and Digital Technologies, it is unlikely that MIT will attract sufficient numbers of international student numbers in 2021 and 2022 for this to be a major determining factor (none are included in the budget).
- (e) A survey of current (as opposed to prospective) students suggested that a majority of students favour quarters, although it was noted that this was a survey of students who have predominantly only experienced quarters. The Student Council are unanimously in favour of semesters for the reasons outlined above.
- (f) Staff and leadership at the Manukau Campus are overwhelmingly in favour of a semesters system. They maintain that reducing from processing results four times per year to processing twice will lead to more effective management of workload, greater opportunity to consume leave, and better opportunity to engage in ongoing research activities.



Tapasā

Academic Committee received a briefing on pending Tapasā (Pasifika pedagogies, androgogies and heutagogy) training for MIT staff and was asked to contribute to its further development. The Training will be available from mid-year.

Indigenous Guidelines for Programme Development & Approval

Academic Committee considered an Australian set of programme development and approval principles and guidelines for ensuring that programmes serve the needs and aspirations of Indigenous people. It was agreed that MIT will consider whether these could be adapted for Aotearoa.

MyKoha

Procedures for the new survey of students' experience of teachers and courses were approved.

Jone Ligamate

The Committee observed a moment's silence in honour of a staff member who was lost tragically during the week.

Next Steps

The next meeting of the MIT Academic Committee is on Wednesday 2 June from 1-3pm in ND317, Otara Campus. As always, MIT Board Members are most welcome to attend.

APPENDIX

[Academic Committee Minutes 5 May 2021 Open Session](#)



Manukau Institute of Technology Limited

Board Meeting

27 May 2021

Title	Pacific Community Komiti Minutes
Provided by:	Peseta Sam Lotu-liga
For:	INFORMATION

Recommendation

It is recommended that the Board receive the minutes of the Pacific Community Komiti Meeting held 7 May 2021.

MINUTES

PACIFIC COMMUNITY KOMITI (PCK)

Friday, 7 May, 2021

TEAMs Meeting | 9.00am

PRESENT: George Makapatama (Chair - GM), Frances Topa-Fariu (FTF), Dr. Radilaite Cammock (RC), Rev. Salafai Mika (SM), Dr. Michelle Johansson (MJ)

IN ATTENDANCE: Peseta Sam Lotu-liga (PSLI), Aiono Manu Fa'aea (AMF), Frederick Loloa Alatini (FLA), Josephine Victorino (JV)

APOLOGIES: Tunumafono Ava Fa'amoe (TAF), Amatailevi Stella Muller (ASM)

CONVENED 9:03 AM

1. Komiti (Open Session)

2. Preliminaries

A. Welcome by GM

Opening Prayer by SM

B. MIT Update (Peseta Sam Lotu-liga via mobile phone)

Graduation is the priority with ceremony for 7 events over 4 days.

MIT have achieved 85% of the 2021 budget with a steady flow for enrolments. PSLI suggested improved reporting for Komiti. He received the final data for 2020 last night to give to GM after meeting.

The opening of TechPark went well with the Prime Minister in attendance emphasising the importance of trade and vocational education.

PSLI ticked off completed significant projects at MIT - TechPark, Manukau campus, simulation of Maritime school and next will be the future of the School of Sport.

The Tamaki Strategy is looking at the region as a whole and should cover how to relate to mana whenua and wider iwi in the region. Consultation will begin soon.

GM mentioned PSLI's leadership at graduation and thank him for the opportunity to be here. PSLI also said a staff member from the Automotive had died suddenly and he was attending his funeral that day. Komiti would like to extend 'their sympathies and condolences.

GM reiterated the importance of having consistency of alignment with Unitec. Suggested that Andrew Fale Lesa join the next meeting.



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To Whene Takutu a Manukau



- C. **Apologies:** No additions to above.
- D. **Conflicts of Interest:** Nothing new to add.

3. Pasifika Development Update

- A. **PDO Updates** (See attached PDO summary)
Pasifika Development Office – AMF/ LA

AMF - Pasifika thanksgiving event is on tonight. Everyone encouraged to pray and be there. 102 students confirmed. PDO staff rely on goodwill of other staff. Graduation across all MIT is supported by staff volunteers so complete PDO team will be there. It's the first time that MIT hosting in house so lots of learning. We did better with comms because we understand the nature of our school.

Students with debts can't graduate unless they have financial plan to pay the debt. PDO advocating on behalf of students. Learning for next year is to provide the list of students and their information to PDO 3 quarters of the way. Text by far the most superior way to contact students on the list. It's been a hectic period for PDO coordinating with wider MIT family to get student information and triaging through calling, texting and emailing in a non-confrontational way.

Students get 4 tickets to encourage attendance of first-time graduates and get them acclimatise to success. PDO queried what information students get before they leave. Students were asked to provide clarity which culture they want to identify with.

LA – Grateful to those who are participating. Logistics for 500 odd people which includes refreshment.

GM picked out that the system doesn't look cohesive. Is there any way to improve it?

RC – AUT doesn't have Pasifika celebrations so it's amazing that MIT is doing it. Involving the family gave the impression of a family accomplishment. Not easy but doing it across the whole of the institute is commendable.

FTF – MIT applied the Pacific way of showing acknowledgement of our learners who are graduating. Committee members having celebratory feel as the students. It's a really blessed experience.

4. Previous Minutes

MOVED GM **SECONDED** FTF/RC **CARRIED**

A. Matters Arising

N/A

B. Actions from Previous Minutes

N/A

5. Closed session (9.33 – 10.00am) M McGinley and F Sykes, AMF, FLA, JV left the room.

6. Oritetanga Update (Melody McGinley and Fiona Sykes)

AMF introduced Melody and Fiona who are working on Oritetanga project.

Melody gave update on where they are at with the project. Talked about approach to Oritetanga which is the big piece on insights generation. Recruited for student focus group to look at journey from application to completion of studies. Completed all workshops, student interviews and engaged 1300 students with the process. Nearly 80 staff involved with the workshop across the institution to get insights of issues with students. Now working through the insights, what are the themes and opportunities. The result leads to student journey map end to end. It gives us comprehensive strategies for student success. Identified champions including student council to help formulate the strategy going forward.

One fact is 70% of students' withdrawals are those who don't turn up from day 1. The implication is to look from recruitment process up to onboarding process. The fall out is due to communications and support from MIT. Must address those issues before we start formulating the strategy. The 70% was broken down by ethnicity with Pasifika more likely part of the 70%.

MJ interested to know how Pasifika voice is fed in this process. Focus group ensures good representation of the priority group. Recruiters reminded to ensure there is strong Pasifika/Maori contingent.

Received 60 responses from Leaders' survey. There is always a challenge to coax out some of the real issues students are facing.

There were questions about robustness of the process, how were they able to capture what really is happening, how to consider the pacific way of doing this type of work using different methodology. Fiona replied doing in depth interview and the interviewers are Maori to capture the cultural nuances but not guaranteed that we got everything right. RC requested for Melody and Fiona to come back to the committee so everyone on the same page when formulating the strategy.

When already available, Melody and Fiona will bring the student map to this forum.

Chair requested documents in advanced of the next attendance so the group is prepared.

Melody and Fiona left at 10.23am

7. My Schools and Community Update (Gina Palepua)

See PCK Schools and Community update.

AMF gave a summary of the PCK Schools and Community report on behalf of Gina who is volunteering at the graduation.

8. PCK Updates

MJ – A 3-year project for schools in south Auckland is resurrected, now called Brave. Wanted to know if there's potential to bring it to MIT. With 180 kids involved it was challenging to work with MIT to bring them here because of bureaucracy. Due to the



restructure, AMF don't see any problem with her team driving it. It will be looked at strategically as working side by side with MIT. The program is a perfect lynchpin to have access to this space.

FLA - suggested the Talanoa in South Auckland. He will email info to RC to inform Walter and Veronica.

FTF – everybody looking forward to the Te Maeva Nui festival, the purpose of that is to continue Cook Island language and culture. Scheduled on 22-24 July. It's part of the Cook Island Tertiary group.

9. General Business

GM asked AMF on what to do with the information that came out of the closed sessions. He was advised to come up with a sentence on what to recommend and a statement on what came out of it. Being a closed session, no minutes were taken. It will be brought forward as an agenda item.

Action: GM to include an agenda item from the closed session for the next fono.

GM will talk to PSLI about the structure part of the conversation. GM happy to have another closed session, maybe change the timing to the start or end of the meeting which must be indicated in the agenda.

Action: GM to advise timing of next Fono's closed session for inclusion in the agenda.

Closing remarks and prayer

SM closed the meeting with prayer.

CONCLUDED 10.36AM

UPCOMING COUNCIL MEETING: 2 June
NEXT PCK MEETING: Friday 4 June

Komiti minutes of 7 May, 2021 declared an accurate record by Chair, George Makapatama.

A handwritten signature in dark ink, appearing to be a stylized 'G' or 'R'.

Date: 7 May 2021



PDO Summary

Lōloa 'Alatini – Pasifika Relations Advisor

1. Faith Leaders Forum Report
2. Tupu Toa internship – assisting 2 potential students with the application process.
3. ASBPolyfest 2021 – Neutral score collator for Niue stage
4. Providing support for MIT's Pasifika Thanksgiving. Friday 7 May 2021.

Faith Faiai – Administrator

1. Total March room bookings - \$1,418. External Clients included - Vaka Tautua, AOG Samoa Otara, Seed of Hope Church, Life is Beautiful, ACC, CLM Community Sport, Ministry of Education, Pacific Toastmasters.
2. Total March External Pasifika Cultural Intelligence (EPCI) Workshop – \$5,800. We had 21 attendees from Haumaru Housing (10 x people), Auckland Unlimited (10 x people), UP Education (1).
3. Providing support for MIT's Pasifika Thanksgiving. Friday 7 May 2021.

Aiono Manu Fa'aea – Senior Pasifika Manager

1. Sam Sefuiva from Māori Pasifika Trades Training (MPTT) will run the Otara Campus' second cultural intelligence workshop on Wed 4 May. One further workshop will be in September.
2. Tapasā Tertiary Adaptation course videos will be filmed on Thursday 8 April and included in the online Canvas course.
3. Tauira Success strategy is currently being implemented. Scoping various schools with low Māori and Pasifika course completion rates from 2020 as a focus point for our intervention.
4. A joint MIT and Unitec Pasifika Symposium is being planned by MIT's PDO and Unitec's Pacific Centre focusing on best praxis for Pasifika learners. Scheduled for 9th and 12th July.



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting

27 May 2021

Provided by:	Antoinette Wood, MIT Board Secretary
Title:	Granting of Awards
For:	Approval

Recommendation

It is recommended that:

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

Summary

In accordance with the provisions of section 6.1 of *Manukau Institute of Technology Statute 3: The Academic Statute* and under the delegated authority of the Board, the Chief Executive has granted awards of the Institute to graduands as stated in the signed memo for:

- **2021 Degrees and Level 7s**
- **2021 Certificates and Diplomas**

The full schedule of awards is available in the Appendices.



Granting of Awards

In accordance with the provisions of section 6.1 of *Manukau Institute of Technology Statute 3: The Academic Statute*¹ and under the delegated authority of the Council², the Chief Executive hereby grants awards of the Institute to graduands as outlined in Appendix One to this document.

Summary of Graduand Numbers:

2021 Degrees and Level 7s


<u>Certificate No.</u>	<u>Award Description</u>	<u>No. of Awards</u>
2021/0002	Graduate Certificate in Applied eLearning	1
2021/0003 – 2021/0017	Graduate Certificate in Cross Cultural Supervision	15
2021/0022	Postgraduate Certificate in Applied Technologies	1
2021/0023 – 2021/0065	Bachelor of Engineering Technology	43
2021/0067 – 2021/0205	Bachelor of Engineering Technology	139
2021/0206 – 2021/0218	Graduate Diploma in Professional Accounting	13
2021/0219 – 2021/0363	Bachelor of Nursing	145
2021/0364 – 2021/0395	Bachelor of Education (Early Childhood Teaching)	32
2021/0396 – 2021/0415	Bachelor of Nursing Pacific	20
2021/0416 – 2021/0423	Bachelor of Creative Arts	8
2021/0424 – 2021/0466	Bachelor of Applied Management	43
2021/0468 – 2021/0474	Bachelor of Applied Management	7
2021/0475 – 2021/0480	Graduate Diploma in Accounting	6
2021/0481 – 2021/0488	Graduate Diploma in Human Resource Management	8
2021/0489 – 2021/0500	Graduate Diploma in Sales and Marketing	12
2021/0501 – 2021/0505	Graduate Diploma in Operations and Production Management	5
2021/0506 – 2021/0536	Bachelor of Applied Social Work Te Torino	31
2021/0537	Graduate Diploma in Tourism Management	1
2021/0538 – 2021/0547	Graduate Diploma in Hospitality Management	10
2021/0548 – 2021/0565	Graduate Diploma in Project Management	18
2021/0566 – 2021/0581	Bachelor of Applied Counselling	16
2021/0582 – 2021/0612	Graduate Diploma in Engineering	31
2021/0613 – 2021/0625	Bachelor of Applied Sport and Exercise Science	13
2021/0626 – 2021/0663	Bachelor of Digital Technologies	38
2021/0664 – 2021/0674	Graduate Diploma in Networking	11
2021/0675 – 2021/0680	Graduate Diploma in Software and Web Development	6
2021/0681 – 2021/0698	Graduate Diploma in Data Analytics	18
2021/0699 – 2021/0706	Graduate Diploma in Supply Chain and Shipping Management	8
2021/0708	Graduate Diploma in Supply Chain and Shipping Management	1
2021/0710 – 2021/0711	Diploma in Foreign Going Master	2
2021/0712 – 2021/0713	Diploma in Foreign Going Chief	2
2021/0714	Diploma in Foreign Going Master	1
2021/0715	Graduate Certificate in Applied eLearning	1

¹ Statute 3: The Academic Statute, clause 6.1 “Awards of the Institute shall be granted pursuant to a resolution of the Council. The Chief Executive, under the delegated authority of the Council, may also grant awards of the Institute. In such circumstances, the Chief Executive shall notify the Council of all awards so granted for ratification by the resolution of the Council at its next scheduled meeting.

² Authority to “Grant Sealed Awards of the Institute” is delegated to the Chief Executive (Council Register of Permanent Delegations and Authorisations - CE/AC4)

2021 Certificates and Diplomas

<u>Certificate No.</u>	<u>Award Description</u>	<u>No. of Awards</u>
2021/0001	Diploma in Applied Sport and Recreation	1
2021/0018 – 2021/0021	New Zealand Diploma in Engineering	4
2021/0709	Diploma in Information Systems	1

Signed:  _____

Date: 19 May 2021

Gerard Gilmore

Chief Executive

Attachment:

Appendix 1 - Names of Graduands and their relevant awards



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting 27 May 2021

Provided by:	Professor Martin Carroll, Chair of the MIT Academic Committee
Title:	Amendments to <i>Statute 3: The Academic Statute</i> and <i>Statute 4: The Student Statute</i>
For:	Decision

Recommendation

It is recommended that the Board approve the attached amendments to Manukau Institute of Technology (MIT) *Statute 3: The Academic Statute* and *Statute 4: the Student Statute* to come into effect immediately.

Purpose

The purpose of this report is to seek the Board's approval for proposed amendments to MIT *Statute 3: The Academic Statute* and *Statute 4: The Student Statute*.

Amendments to Statute 3 were endorsed by the MIT Academic Committee at its March 2021 meeting, and amendments to Statute 4 were endorsed at the Committee's November 2020 meeting.

Background/Introduction

Proposed amendments to *Statute 3: The Academic Statute*:

- Reflect changes resulting from the establishment of Te Pūkenga – New Zealand Institute of Skills and Technology and the enactment of the new Education and Training Act 2020.
- Change processes and delegated authorities for the granting of MIT awards. Sealed awards will be granted pursuant to a resolution of the Academic Committee, rather than the Board of Manukau Institute of Technology Limited (previously the MIT Council). The Chief Executive will retain the authority to grant sealed awards, but must now notify the Academic Committee, rather than the Board, of all awards so granted for the Committee's ratification. References to the Dean determining recipients of unsealed awards have been amended to refer to the Head of School.
- Update definitions of terms to align with the *Student Regulations* and the *Glossary for Academic Policies, Procedures and Associated Documents*.



Proposed amendments to *Statute 4: The Student Statute*:

- Reflect changes resulting from the establishment of Te Pūkenga – New Zealand Institute of Skills and Technology and the enactment of the new Education and Training Act 2020.
- Remove references to the MIT Student Charter which are not current.



Manukau Institute of Technology Limited
Unitec New Zealand Limited
Board Meeting
27 May 2021

Title	Correspondence
Provided by:	Antoinette Wood, Board Secretary
For:	INFORMATION

Recommendation


It is recommended that the Board note the following outgoing correspondence:

1. Letter of thanks to Rt Hon J Ardern
2. Letter of thanks to Hon C Hipkins

Office of the Chief Executive

Gus Gilmore

PH: +64 21 737 637



Saturday, 24 April 2021

Rt Hon Jacinda Ardern
Private Bag 18 88
Parliament Buildings
Wellington 6160

By email

Tēnā koe Prime Minister,

Thank you so much for opening our new TechPark at MIT yesterday. Our staff and students were delighted you could join us in this historic celebration.

I trust you got a good sense of the passion and commitment to our communities in South Auckland. Mana whenua were delighted with the event and of course we were honoured to have them there and to be such an integral part of the ceremony.

We hope that you will come back soon, perhaps not to enrol (although you're welcome to)! We would be delighted if your next visit was to present your Prime Minister awards to students at the graduation ceremony later in the year. We will send you an invitation and as ever we look forward to seeing you again soon.

On behalf of the students, staff, management and Board of MIT a huge thank you and we send our best wishes to you and the Government.

Ngā mihi nui




Gus Gilmore
Chief Executive

Office of the Chief Executive

Gus Gilmore

PH: +64 21 737 637



Saturday, 24 April 2021

Hon Chris Hipkins
Parliament Buildings
Wellington 6160

By email

Tēnā koe Minister Hipkins,

Thank you so much for joining us at the opening of our new TechPark at MIT yesterday. Our staff and students were delighted you could join us in this historic celebration.

I trust you got a good sense of the passion and commitment to our communities in South Auckland. Mana whenua were delighted with the event and of course we were honoured to have them there and to be such an integral part of the ceremony.

Thank you for agreeing to follow up on the Shovel Ready money with the Minister of Finance so we can conclude the land sale at Unitec. If you need any further information we can send it to you immediately. I have been working with Housing and Urban Development and I have let Brad Ward know of our conversation.

Thank you for your ongoing support of vocational education in Tāmaki Makaurau.

We hope that you will come back soon, perhaps not to enrol (although you're welcome to)!

Again, on behalf of the students, staff, management and Board of MIT a huge thank you.

Ngā mihi nui



Gus Gilmore
Chief Executive

MIT Otara, Newbury Street, Otara | Private Bag 94006, Manukau 2241, Auckland, New Zealand

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MANUKAU
INSTITUTE OF
TECHNOLOGY
To Whare Takaro o Manukau



**Manukau Institute of Technology Limited and
Unitec New Zealand Limited
PUBLIC EXCLUDED AGENDA
Board Meeting 27 May 2021**

As Chair, I move that the public be excluded from the remainder of the meeting. This resolution will be made 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding

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
		<p>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>
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>	<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.	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>	<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.	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</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>

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
		<p>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>	
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).

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
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 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).
14.1	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</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).

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
		<p>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>	
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 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).
15.2	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).

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
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 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 the Chief Executive, Gus Gilmore, and members of the Executive Leadership Team be permitted to remain at the meeting after the public has been excluded, because of their knowledge in relation to the above items, 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.