



**Ara Institute of Canterbury Limited**  
(the Company)

**Minutes of a meeting of the Board of Directors**  
(Board)

**23 February 2021 at 9.30am**

**Minutes**

These are the minutes of a meeting of the board of the Company held on 23 February 2021 in Room G202, Te Kei, City Campus.

**1 Karakia** The Deputy Chair opened the meeting with a Karakia.

**2 Welcome**

**Directors present:** Thérèse Arseneau (Chair), Murray Bain, Jane Cartwright, Nettles Lamont, Andrea Leslie, Melanie Taite-Pitama (Deputy Chair) and Bryn Thompson.

**Thérèse Arseneau** acted as chairperson of the meeting.

**Other attendees present:** Tony Gray (Ara Institute of Canterbury Ltd (Ara) Chief Executive), Darren Mitchell (Ara DCE COO), Karen Te Puke (DCE, Customer Engagement and Experience) and Christina Yeates (Ara Executive Officer).

**Public attendees present:** Robert Dantzer.

**Apologies** Maryann Geddes, Te Marino Lenihan (Ara Kaiārahi) and Belinda De Zwart (DCE, People and Culture).

**Quorum** The Chairperson noted that a quorum of Directors was present at the meeting and declared the meeting open.

**3 Conflicts of interest**

- a) No conflicts were declared in relation to the open agenda.
- b) No amendments recorded to the existing Register of Disclosures of Conflicts of Interest.

**4 Items not on the Agenda** Nil.

**5 Confirmation of Meeting Minutes**

**5.1 Minutes of Committee Meeting – 24 November 2020**

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 24 November 2020 (not being a meeting or part of a meeting from which the public was excluded) be confirmed as a correct record of proceedings of that meeting and be signed by the Chair accordingly.

J Cartwright/M Taite-Pitama

Carried

## 5.2 Matters Arising Nil.

## 5.3 Action List

- a) AP11 DCE reports – Completed – proposed reporting forms part of the meeting papers for today.
- b) AP22 – CE Report – Completed – proposed reporting forms part of the meeting papers for today.
- c) AP25 – Marae visit – in progress with the Ara Kaiārahi and Ara Board Deputy Chair. Discussion included agreement on what the Board would like to achieve from the visit. **Resulting actions in red below.**
  - cultural competency [increasing knowledge and understanding];
  - links to FMA and how it relates to the capability matrix and feedback nationally from Te Pūkenga;
  - deep dive into understanding population demographics and opportunities to engage in learning with Māori from entry (foundation) level to postgraduate;
  - learnings across the network;
  - being clear about the Treaty partner in each region – understanding expectations with Treaty partner, holistic partnership, what it means to them and particularly in Timaru with Arowhenua.
  - the need to look at the Board’s legislative obligations so consider both “law and heart”.
  - to hear more from learners – what does success really feel like and parity – what does it look and feel like for Māori? **DCE Customer Experience and Engagement and CE to co-ordinate session with Learners** either as part of Board Marae visit or at a convenient time for learners to meet the Board.
  - the opportunities with the re-opening of Te Puna Wānaka and the revitalisation of the space? Suggest a visit to the Marae and then increasingly use Te Puna Wānaka as a base for activity and development.
  - agreed the **CE would produce a programme for the Marae visit in consultation with the Deputy Chair and Kaiārahi.**
  - **doodle poll to be used** to seek availability for Board members to attend a Marae in March.
- d) AP35 – Health and Safety – SafePlace induction – in progress with HSWLG prior to Board induction.
- e) AP38 & AP39 – Application Summary and Retention Data– presentation forms part of today’s agenda with reference to the dashboards.
- f) AP40, AP41 & AP42 – Health and Safety – all actions have been completed and referred to in today’s papers. The Board noted the progress report for Ōtautahi House and that a walkaround will be arranged in due course [likely to be included in the City health and safety walkabout for 2 Board Directors as per the work programme].
- g) AP43, 44 & 45 – Te Pae Tawhiti – a zoom meeting was arranged to review Ara’s submission in December 2020 and the Board noted the contents of the final submission to Te Pūkenga. The CE advised that feedback to date has been positive.

- h) AP46 – Student leaders’ lunch with the Board – date to be determined. The Board noted the invitation to join the Pacific Welcome on 24 February (3.30-5.00pm) in the Student Services building.

## **6 Items for Discussion**

### **6.1 Chief Executive (CE) Report**

The report was taken as read. The CE provided the following update:

- a) COVID-19: the CE thanked colleagues for the swift response to the move to Alert Level 2. All communications have been provided within the CE report pack and noted by the Board.
- b) Enrolment performance at the time of writing, is looking positive and numbers will be firmed up at the end of March. In overall terms, including potential enrolments, there has been a rise from 5200 to 5700 YTD, 11.5% ahead on EFTS.
- c) Southern campus numbers, excluding International, are showing good growth in Nursing, Engineering, Motor Vehicle and Construction. The removal of international (mainly English Language programmes) will have an impact in Timaru [29 International students in 2019 and in 2020 reduced to 3].
- d) Engineering and Architectural Studies – engineering international offset by shift in domestic enrolments – 559 compared to 409 same time last year. [37% increase]. Learners who were interested in engineering have been looking at shift from degree to diploma to take advantage of the TTAF.
- e) TTAF does not affect free fees. Shows learners are thinking quite tactically in relation to study costs. The Board agreed that the future fee structure needs to be discussed strategically across the sector to enable greater equity.
- f) Discussion on Te Pūkenga and the cost of delivery of programmes and quality assurance that needs to be achieved once across the sector.

### **6.2 Health and Safety**

The report was taken as read.

- a) The following items were noted:
  - i. The Health and Safety Annual Report will be provided at the March Board meeting.
  - ii. Wellbeing development across Ara, continues to progress well.
  - iii. Safety and Wellbeing walkabouts schedule to be progressed for 2021.
  - iv. External auditing schedule – in relation to a query on the machinery audits, the Board were reassured that all teams are reporting inefficiencies on the basis of needing new machines rather than just taking corrective action. Ara’s practice is to include guards on some machines to improve safety even when not required by legislation. Systematic and proactive analysis is carried out at a Management and operational level to ensure the appropriate health and safety requirements are met.

- v. The CE confirmed that the Trades health and safety external audit action of communication to Trades colleagues has been completed. A session on the Audit was held with all Trades colleagues at the end of 2020 which picked up on this element of risk mitigation.
- vi. The Board requested that the Colleague Wellbeing table be checked for accuracy of data and that the format is revised as it is currently hard to follow. [AP49 CE]

### 6.3 Chair Report

The Chair provided a verbal update as follows:

- a) A productive, robust and interesting Subsidiary Chairs meeting was held on 9 February and a full day discussion on the pace of work across the network, helping to provide greater visibility around what is happening.
- b) COVID – noting the swift response of Ara colleagues to the communications around the change in Alert levels; and that the Timaru Graduation will need to be rescheduled.
- c) The Board meeting on 27 April is to be held in Timaru - noting a potential opportunity for the Graduation ceremony to be rescheduled to 3pm on this date and would enable Board members to attend. Further discussion to be had on stakeholder engagement planning for this April board meeting.

[Note: 10.30am Robert Dantzer depart].

## 7 Information Items

### 7.1 Deputy Chief Executive (DCE) Reports

The reports were taken as read, noting that future reports will fit into the proposed new reporting format to the board on a bi-monthly basis.

- a) The Board congratulated all colleagues on the good completion rates and student satisfaction levels against a backdrop of the disruption due to COVID-19 in 2020. Discussion on Graduate outcomes took place. The Board were advised that follow up surveys are undertaken to identify employment rates into first jobs, related to field of study.
- b) EDI – Discussion on the number of Māori students that have not completed the course in this area – how do we market these better to Māori? Noting that issues exist with Business and Computing programmes for the whole country; it was agreed there is a requirement to look closer at the products on offer.
- c) AIR – Discussion on the follow up with learners who are applying to ensure their path of study is correct for the learner and how we proactively follow up - the career hub and student pastoral support are critical in this area. Learnings from COVID have resulted in contact at the earliest time with tutors, as this makes a huge difference to success and the sense of belonging for a learner to a programme of study.
- d) External industry led projects – the Board congratulated colleagues in this area and how the relationship with Te Ōhaka is creating opportunities. Discussion on TITO engagement opportunities and how we move forward with areas of super nodes is a focus within our key priorities.

## **7.2 Subcommittee Reports**

- a) The Chair of the Ara Board Audit and Risk Committee advised that the Committee had met on 17 February 2021 and an update on items of business is provided in the Public Excluded section of this meeting.

## **7.3 Ara Board Work Programme**

- a) The contents of the work programme were noted and that there are a number of items as work in progress, including the Board visit to a Marae.

## **7.4 Media Report** The report was taken as read.

## **8 General Business**

Nil.

## **Closure**

There being no further business the Chairperson declared the public meeting closed at 10.35am

Dated:

Signed as a correct record

---

**Chairperson**

*[note: signed via electronic signature]*

## Ara Board Minutes - Action List as of 23 February 2021

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP25	29 Sept: updated 23/2/21	6.4d	Kaiārahi Report	<p>A meeting offsite at a Marae be arranged. 23/2/21 –</p> <ul style="list-style-type: none"> <li>• doodle poll completed post meeting for availability for Board members to attend in March 2021.</li> <li>• Agreed the CE would produce a programme for the Marae visit in consultation with the Deputy Chair and Kaiārahi.</li> <li>• Session to be co-ordinated with Board and Learners either as part of the Marae visit or at a future board meeting.</li> </ul>	<p>Board Secretary</p> <p>Kaiārahi/Deputy Board Chair/CE</p> <p>CE/DCE Customer Experience and Engagement</p>	<p>Completed post-meeting</p> <p>In progress</p> <p>In progress</p>	30 Mar 21
AP35	27 Oct updated 23/2/21	6.1p (v)	CE Report – Health and Safety	<p>Induction to SafePlace and reporting to be added to the Ara Board work programme 23/2/21: in progress with HSWLG prior to Board induction.</p>	CE/Board Secretary	In progress.	Early 2021
AP46	24 Nov updated 23/2/21	7.1	Chairs Report	<p>Student voice reps to be invited to Ara Board lunch - dates to be determined for 2021.</p>	Board Chair/Secretary	In progress.	Early 2021
AP49	23/2/21	6.2a(vi)	CE Report – Health and Safety	<p>Colleague Wellbeing table to be checked for accuracy of data and format to be revised.</p>	CE	In progress	30 Mar 21