



Ara Institute of Canterbury Limited
(the Company)

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

24 November 2020 at 9.30am

Minutes

These are the minutes of a meeting of the board of the Company held on 24 November 2020 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, Maryann Geddes, Nettles Lamont, 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), Te Marino Lenihan (Ara Kaiārahi) and Christina Yeates (Ara Executive Officer).

Apologies Andrea Leslie.

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) Updates to the Conflict of Interest Register were recorded post-meeting as follows:
 - Melanie Taite-Pitama – removal of Advisor to Board of Trustees for Rangiora High School.
 - Te Marino Lenihan – addition of He Toki ki Te Rika (Maori Trades Training) Trust and He Toki ki Te Mahi (Maori Apprenticeship) Trust.

4 Items not on the Agenda Nil.

5 Confirmation of Meeting Minutes

5.1 Minutes of Committee Meeting – 27 October 2020

It was **resolved** that the minutes of the ordinary meeting of the Ara Board held on 27 October 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.

N Lamont/J Cartwright

Carried

5.2 Matters Arising Nil.

5.3 Action List

- a) AP11 DCE reports – review ongoing in preparation for 2021.
- b) AP22 – CE Report – Dashboards – review ongoing in preparation for 2021.
- c) AP25 – Marae visit – in progress with the Ara Kaiārahi and Ara Board Deputy Chair.
- d) AP29 – Trades Reporting – report by programme and comparison with 2020 mix of provision and change for 2021 included in the board pack for November. The Board noted the overall shift in programmes in Trades with increasing numbers. Completed.
- e) AP30 – eCampus update presentation scheduled on the agenda for today. Pamela Simpson, CE of eCampus to join the meeting at 11am. Action completed.
- f) AP31 – Network digital platform – to be considered early 2021.
- g) AP32 – Enrolments – the Board noted the information on the 2021 school activity plan included in the Board pack for information and that this plan is reviewed annually. Completed.
- h) AP33 – Maori and Pacific participation data – in progress for 2021.
- i) AP34 – Health and Safety – defibrillator – the CE advised it has been agreed to purchase a new defibrillator for the electrical area. Completed.
- j) AP35 – Health and Safety – SafePlace induction – in progress for early 2021.
- k) AP36 – Trusts – the Board noted that the reports for the Ara Foundation and OEDT have been included in the public excluded papers for information. There is a need to consider Treasury management and the Board noted the increase in applications to the Ara Foundation as a result of an improved review process.

6 Items for Discussion

6.1 Chief Executive (CE) Report

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

- a) Overall, the position is better than budgeted and Ara is in a better outturn position for 2020. Noting the knock on effect around TTAF and scholarships (these are being reviewed and shifted within the organisation to sit under Research alongside post graduate activity and administration).
- b) The reforecast is inclusive of abnormal items and shows a shift above the line into a surplus position. This has been strengthened by a number of areas including hitting the domestic targets particularly SAC Level 3+, the discovery work in 2018 with the shift around the Ara Advantage and online enrolments.
- c) Discussion on the teaching personnel costs exceeding budget year to date by 2.1% and that the savings were not fully achieved. Due to everything that has gone on this

year, the Board were advised that Management have decided to look at this another time.

- d) Non-teaching annual leave – discussion. The Board were reminded that this is difficult to control due to the nature of the anniversary dates but Management are very aware of the liability and it is being managed accordingly.
- e) Application Summary
- i. Discussion around the learner support strategy for Ara. The Board were interested in the drilldown of numbers and how we give effect to strategic direction – internal resourcing, systems and principles to ensure we give meaning to learner support.
 - ii. Discussion around degree/sub degree programmes with degrees more focused on specific subject matter.
 - iii. The Board noted that pre health programmes have been introduced with 573 Bachelor of Nursing applications.
 - iv. Additionally, some programmes have limited capacity e.g. NASDA.
 - v. The Board are keen to look at the drilldown of numbers so **it was agreed to organise a “live” session in 2021 to show the key ingredients and conversion process from applications to enrolments**, highlighting the decision making process, recognising that this is a constant work in progress.
[AP38 CE/DCE COO]
 - vi. Funding – it was agreed that removing the measurements and capped enrolments in the funding model does open up possibilities; however, this is a group wide issue in terms of strategies that can be used.
 - vii. Constraints – there are two drivers 1) work integrated learning components assurance as programme of study and 2) capacity constraints in terms of physical learning e.g. automotive – cannot physically respond due to limitations of workshop space.
 - viii. The Board noted that every decline is engaged with and followed up by the recruitment team.
 - ix. Attendance recording is a work in progress – trialling for 2021 in Hospitality and Service Industries. The challenge is the retention of students, particularly Maori and Pacific students – wraparound service to allow for speedier intervention. **It was agreed to provide the board with data around the retention rates year on year** as a mechanism to measure success and identify costs to the organisation.
[AP39 CE/COO]
- f) **Health and Safety:** the report was taken as read. The following items were noted:
- i. An updated health and safety performance report was tabled. There had been some challenges within the new reporting tool SafePlace which have since been unpicked hence the amended report. The Board noted these amends and agreed that long-term embedding of the new system is the focus, and these are considered teething issues.
 - ii. The CE advised that there are now two new colleagues in place, Freedom Preston - Health, Safety and Wellbeing Manager and the appointment of a

new Health, Safety and Wellbeing Advisor - specifically a business partner type role linking areas of the organisation and departments.

- iii. Health and Safety Systems – the Board requested that the table identifying the number of contractors being inducted **be amended to reflect percentages rather than numbers.** [AP40 CE]
- iv. Health and Safety Actions Underway – the Board **encouraged the completion of activity to ensure 100%** and to check overdues and pending activity. [AP41 CE]
- v. The Board noted that there has been one external audit completed this year and the CE clarified that if there is a significant issue then an external audit will be organised otherwise, ongoing internal audits and investigation is the focus.
- vi. Student Accommodation discussion – Ōtautahi House: the Board would like to see a **copy of the recent review document** and **plan to have a walkaround the student accommodation early 2021.** [AP42 CE/CY]

6.2 Deputy Chief Executive (DCE) Reports

The reports were taken as read.

6.3 Kaiārahi Report

The report was tabled at the meeting and the Chair requested that the Kaiārahi report be provided by the deadlines set.

- a) Discussion on the timeline and process to provide a draft report to Te Pūkenga on the Te Pae Tawhiti framework. It was agreed:
 - i. The Ara Board Deputy Chair will work as the Board representative with the Ara Kaiārahi to **produce an initial draft report by 11 December**, for review by the Ara Board. [AP43 MTP/TML]
 - ii. **A zoom meeting is to be arranged for 15 December for all Board members to discuss the draft report.** [AP44 CY]
 - iii. **Te Pūkenga to be advised they will receive the report on 18 December** with a clear indication that this is based on initial thoughts – with an advisory that the Board is mindful that there needs to be more input, but this is due to the tight timeline and constraints of end of year. [AP45 MTP/TML]

7 Information Items

7.1 Chair Report It was agreed to **invite Student Voice representatives to join the Ara Board for lunch over the course of 2021. Dates to be determined.** [AP46 TA/CE]

7.2 Trusts The Board noted that the Ara Foundation and Ōtautahi Education Development Trust reports were included in the public excluded section of this meeting.

7.3 Subcommittee Reports

- a) The Chair of the Ara Board Audit and Risk Committee advised that the Committee had met on 23 November 2020 and an update on items of business was provided in the Public Excluded section of this meeting.

7.4 Academic Committee Report

The Board received and noted the contents of the Academic Committee report from the meeting held on 29 October 2020.

7.5 Ara Board Work Programme

- a) As per agenda item 6.3ii) it was noted that the 15 December placeholder be utilised for the Te Pae Tawhiti draft report review. It was agreed the Deputy Chair will Chair this meeting.

7.6 Media Report The report was taken as read.

8 General Business

8.1 Ara Budget 2021

The Board noted the adoption of the Ara Budget for 2021 in the public excluded session of the meeting and moved to record the resolution to approve in the public section of the meeting.

*It was **resolved** that the Ara Board approve the Ara 2021 Budget as presented and approved by Te Pūkenga in November 2020.*

T Arseneau/N Lamont

Closure

There being no further business the Chairperson declared the public meeting closed at 12.15pm. [Note: Pamela Simpson, CE eCampus presentation from 11.25am to 12.05pm].

Dated:

Signed as a correct record

Chairperson

[note: signed via electronic signature]

Ara Board Minutes - Action List as of 24 November 2020

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
AP11	28 July Updated 25 Aug	6.2a	DCE Reports	The Board would like to see a future focus included in the DCE reports. Agreed to review format and content – reporting by exception and BAU bimonthly.	CE	Proposed format of Board papers for discussion and decision	Feb 2021
AP22	29 Sept	6.1c	CE Report – Dashboards	Review of dashboards in CE reporting and include reporting by exception.	CE	Within proposed format of Board papers for discussion and decision	Feb 2021
AP25	29 Sept	6.4d	Kaiārahi Report	A meeting offsite at a Marae be arranged	Kaiārahi/Deputy Board Chair	Board to discuss and agree arrangements	Feb 2021
AP31	27 Oct	6.1i	CE Report	Network wide digital platform to be considered as a strategic topic for early 2021	CE/Board Chair	Date to be determined.	Early 2021
AP33	27 Oct	6.1k	CE Report	Maori and Pacific participation data – the Board are keen to see how we are leveraging across this, particularly at degree level.	Kaiārahi/DCE CEE	Completed.	Jan 2021
AP35	27 Oct	6.1p (v)	CE Report – Health and Safety	Induction to SafePlace and reporting to be added to the Ara Board work programme	CE/Board Secretary	Initial presentation to HSWLF (16 /2)	Early 2021
AP38	24 Nov	6.1e (ii)	CE Report – Application Summary	It was agreed to organise a “live” session in 2021 to show the key ingredients and conversion process from applications to enrolments.	CE/DCE COO	Presentation scheduled for 23/2 Board meeting – Manager	Early 2021

Number	Date When Action Arose	Agenda Item	Topic	Action	Board Responsibility	Status	Due Meeting date
						Organisational Performance	
AP39	24 Nov	6.1e (vi)	CE Report – Attendance recording	It was agreed to provide the board with data around the retention rates year on year	CE/DCE COO	As above [refer AP38]	Feb 2021
AP40	24 Nov	6.1f (iii)	CE Report – Health and Safety	Table identifying number of contractors being inducted – amend to % figures	CE	Updated – refer H&S report	Feb 2021
AP41	24 Nov	6.1f (iv)	CE Report – Health and Safety	Check overdues and pending – complete activity	CE	Updated – refer H&S report	Feb 2021
AP42	24 Nov	6.1f(vi)	CE Report – Health and Safety	Student Accommodation – review report to be distributed to the Board and plan for walkaround in 2021	CE/Board Secretary	Refer attached Student Accommodation report	Feb 2021
AP43	24 Nov	6.3a (i)	Kaiārahi Report	Te Pae Tawhiti – draft report by 11 Dec	MTP/Kaiārahi	Completed	11 Dec 20
AP44	24 Nov	6.3a (ii)	Kaiārahi Report	Zoom meeting to be arranged for 15 Dec	Board Secretary	Completed	15 Dec 20
AP45	24 Nov	6.3a (iii)	Kaiārahi Report	Advise Te Pūkenga of late submission of report – 18 Dec 2020	MTP/Kaiārahi	Completed	11 Dec 20
AP46	24 Nov	7.1	Chairs Report	Student voice reps to be invited to Ara Board lunch - dates to be determined for 2021	Board Chair/Secretary	Board to agree date	Early 2021