



Notice of Meeting

A meeting of the Ara Council will be held:

on **Tuesday 27 February 2018**

at **11.00am**

in **Room G202, City Campus.**

Tracey McGill
Council Secretary



COUNCIL MEETING AGENDA

Tuesday 27 February 2018

11.00am*

Room G202, Te Kei, City Campus

*Note: Ara Council only time 10.30am to 11.00am

PUBLIC EXCLUDED: It will be moved that the public be excluded from this section of the meeting. This resolution will be made in reliance on s48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by s9 of the Official Information Act 1982 which would be prejudiced by the holding of the proceedings of the meeting in public. The section of the Official Information Act which applies is shown beside each item to be considered while the public is excluded:

- *Matters involving confidential information about an identifiable person*
s9(2)(a) – Protect the privacy of natural persons, including that of deceased natural persons
- *Submissions to Parliament and other formal advice*
s9(2)(f) – Maintain confidential conventions which protect political neutrality, and the confidentiality of communications and advice tendered by officials
- *Commercially sensitive financial data*
s9(2)(i) – The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities
- *Negotiations in progress with other organisations*
s9(2)(j) – Enable a Minister of the Crown or any Department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The general subject of the matters to be considered while the public is excluded are:

1) Meeting Attendance	11.00am	1.1 Welcome and Apologies		
2) Strategic Topics for Discussion	11.05	2.1 Update on Change Management 2.2 Review of ITP Chairs Meeting		
3) Meeting Business	12.05	3.1 Meeting held Tuesday 30 January 2018 (Public Excluded) <ul style="list-style-type: none"> • Approval of minutes • Matters arising • Action List 	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	Attached
		3.2 Correspondence	[s9(2) (f), (i), (j)]	Attached
4) For Discussion	12.15	MONTHLY REPORTS		
		4.1 Chief Executive – Public Excluded	[s9(2) (i), (j)]	Attached
		OTHER		
		4.2 Primary Industry Report	s9(2) (i), (j)]	Attached
		4.3 Auckland Market Opportunities	s9(2) (i), (j)]	Attached

5) For Information	1.00	MONTHLY REPORTS 5.1 Council Campus Redevelopment Committee – Public Excluded a) Meeting Minutes – Verbal update b) Programme Dashboard c) Health and Safety Report OTHER 5.2 2017 End of Year Provisional Financial Report	Page 18/ Ara Council/ 02/ 153 [s9(2) (i), (j)] [s9(2) (i), (j)]	Attached Attached Attached
6) General Business	1.15			
Ara Council Public Meeting				
7) Meeting Business	1.30pm	7.1 Karakia : Ara Waiata	Te Marino	
		7.2 Apologies		
		7.3 Disclosure of Conflicts of Interest		
		7.4 Meeting held Tuesday 30 January 2018 <ul style="list-style-type: none"> • Approval of minutes • Matters arising • Action List 	Attached	
		7.5 Correspondence	Attached	
8) For Discussion	1.45	MONTHLY REPORTS 8.1 Chief Executive 8.2 Health and Safety	Attached	
9) For Information	2.15	MONTHLY REPORTS 9.1 Chair Report 9.2 Trustees 9.3 Sub-Committee Reports a) Academic Board b) Council Campus Redevelopment Committee OTHER 9.4 2018 Council Work Programme 9.5 Media Report	Verbal Verbal Attached Attached Attached	
10) General Business	2.50	Key Messages	Verbal	
11)	3.00pm	Poroporoaki		

Tracey McGill
Council Secretary

Ko te pae tawhiti
Whāia kia tata.
Ko te pae tata
Whakamaua kia tina

Haere mai e te iti
Haere mai e te rahi

Kia inu ai tātou
I te puna Māori
I te puna Wānaka

Hei tikitiki mōhou
Mō tātou e

Haere mai kia kapohia
ngā kai a ngā tīpuna

Kua tau tō waka ki Ara e

Seek distant horizon to reach
your potential

Come one,
Come all

So that you may drink
from the nourishing
spring that is Te Puna Wānaka

To strive for excellence
for all

Come and take hold of
the knowledge of our ancestors

You have arrived in our midst.

Ara Council 27 February 2018	Agenda Item	7.3
		Information Item
PUBLIC	Presented by	T McGill

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	2018 Register of Disclosure of Conflicts of Interest
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> To provide an accurate and up to date register of disclosures of conflicts of interest of the Ara Council members. Please note there have been a number of changes since the annual declaration forms have been received from Council in January 2018.
RECOMMENDATION(S)	N/A
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

2018 Register of Disclosure of Conflicts of Interest

as at 20 February 2018

Council Members

Janie Annear Deputy Chair <i>[Term: 01/01/16 - 30/04/19]</i>	<ul style="list-style-type: none"> Janie Annear Consulting (Director) Local Government Commissioner Specialised Structures Advisory Board (Director) Westhills Forestry Ltd (Shareholder) Rosehill Trust (Trustee) Timaru Holdings (Partner) 	<ul style="list-style-type: none"> Lottery Community Facilities (Fund member) Lottery Significant Projects (Fund member) Injury Management (Owner) South Canterbury District Health Board (P Annear -Board Member)
Thérèse Arseneau (Chair) <i>[Term: 01/05/17 - 30/04/21]</i>	<ul style="list-style-type: none"> ChristchurchNZ (Chair and Director) Christchurch Symphony Orchestra (Chair and Trustee) J Ballantyne and Company Ltd (Director) Elder Family Trust (Trustee) 	<ul style="list-style-type: none"> Therese Arseneau Consulting Ltd (Director and Shareholder)
Jeremy Boys <i>[Term: 01/01/16 - 30/04/19]</i>	<ul style="list-style-type: none"> Opuha Water Ltd (Director) JW&AM Boys Family Trust (Trustee) 	
Jane Cartwright <i>[Term: 01/05/14- 30/04/19]</i>	<ul style="list-style-type: none"> Ara Foundation (Trustee) Brackenridge Estate Limited (Chair) Health Practitioners Disciplinary Tribunal (Member) Nurse Maude Association (Deputy Chair and Finance and Audit Committee Member) 	<ul style="list-style-type: none"> Canterbury Clinical Network (Independent Advisor) Cartwright-Newton Family Trust (Trustee) JC Ltd (Director)
Stephen Collins <i>[Term: 01/05/13- 30/04/19]</i>	<ul style="list-style-type: none"> Basileus Investments Ltd (Director and shareholder) Canterbury Employers' Chamber of Commerce (Board member) Christchurch Heritage Trust (Board member) Christchurch Heritage Ltd (Director) Collins Davies Trust (Trustee) Collins Real Estate Ltd (Director and shareholder) 	<ul style="list-style-type: none"> S J Collins Family Trust (Trustee) Oxford 210 Ltd (Director and shareholder) Rebekah Collins Trust (Trustee) Ripponvale Investment Ltd (Director) Samuel Collins Trust (Trustee) Westwood Ltd (Director and shareholder) Central City Business Group (CCBG) (Trustee)
Elizabeth Hopkins <i>[Term: 01/05/14- 30/04/18]</i>	<ul style="list-style-type: none"> Ara Foundation (Trustee) INNATE Immuno Therapeutics Ltd (Director) Hi-Aspect (Chair) 	<ul style="list-style-type: none"> Hopkins Partnership (Director and Shareholder)
John Hunter CCRC Chair <i>[Term: 01/05/14- 30/04/18]</i>	<ul style="list-style-type: none"> Hunter York Family Trust (Trustee) Nelson Bays Primary Health (Chair) PowerHouse Ventures (Director) PHO Alliance (Executive member) 	
Melanie Taite-Pitama <i>[Term: 01/03/17- 28/02/21]</i>	<ul style="list-style-type: none"> Tuahiwi Education Ltd (Director/Shareholder) Tuahiwi School Board of Trustees (Member) Taite Family Trust (Trustee) 	

Council Officers

Tony Gray Chief Executive	<ul style="list-style-type: none"> • TANZ Ltd (Director) • Ōtautahi Education Development Trust (Trustee) • Ara Foundation (Trustee) • Hurford Trust
Te Marino Lenihan Kaiārahi	<ul style="list-style-type: none"> • k4 Cultural Landscape Consultants Ltd (Director) • Centre of Contemporary Art (CoCA) (Board of Trustees) • Ngā Aho (National Network of Māori Design Professionals) (Executive)
Tracey McGill Council Secretary	<ul style="list-style-type: none"> • Nil
George Tylee Deputy Council Secretary	<ul style="list-style-type: none"> • Nil
Christina Yeates Governance and Strategy Unit Senior Administrator	<ul style="list-style-type: none"> • Nil

Ara Institute of Canterbury

Council Minutes

30 January 2018

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 30 January 2018 at 11.00 am in Room G202, City Campus.

7 Statutory Requirements

7.1 Karakia/Mihi

The meeting commenced with the Ara Waiata led by Te Marino Lenihan.

7.2 Attendance

a Present

i Voting Members

Thérèse Arseneau (Chair), Jeremy Boys, Jane Cartwright, Stephen Collins, Elizabeth Hopkins and John Hunter (via videoconference).

ii Non-Voting Officers

Tony Gray (Chief Executive), Tracey McGill (Council Secretary), Te Marino Lenihan (Kaiārahi) and Christina Yeates (Minute Secretary).

b Apologies

i Voting Members

Janie Annear (Deputy Chair) and Melanie Taite-Pitama.

ii Non-Voting Officers

Nil.

iii Management

Darren Mitchell (Chief Financial Officer, CFO/ Corporate Services Director).

7.3 Disclosure of Conflicts of Interest

[Pages 18/Ara Council/01/49-51]

a Additions/Alterations to the Disclosures of Conflicts of Interest Schedule

It was noted that the 2018 Annual Disclosure of Conflicts of Interest form will be sent via email to all Council members to check and sign and return to the

Council Secretary.

Declarations of interest for items on today's agenda

Nil.

7.4 Confirmation of Minutes

[Pages 18/Ara Council/01/52-60]

a Minutes of Committee Meeting – 31 October 2017

*It was **resolved** that the minutes of the ordinary meeting of the Ara Council held on 31 October 2017 (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/E Hopkins

Carried

b Action List of Committee Meeting – 31 October 2017

The action list of the 31 October meeting was received and noted. Specific updates are recorded below:

- Action 1822 – Health and Safety– the Council Secretary advised that this relates to the Council meeting held at the Woolston Campus in July 2017. It was noted that the 2018 Health and Safety objectives are being worked on and it was agreed to have these in place first prior to the distribution of the overview assurance paper. Carried Forward Action.
- Action 1834 – Auckland Opportunities - the Chief Executive agreed to follow up with the Marketing team to provide a plan for the second half of this year. Carried Forward Action.

c Matters Arising

There was some discussion on the structural issue that arose for K Block toward the end of last year. The Chief Executive agreed to check the current status of this matter.

7.5 Correspondence

[Pages 18/Ara Council/01/61-62]

- a The Chair advised that Ara has received a letter from the Office of Hon Chris Hopkins in regard to the proposed changes to the membership of TEI Councils with the addition of a staff and student representative.
- b The Chair advised that she has requested a timeline to provide feedback and a holding response has been received from the Minister's Office with no advice to date.
- c It was agreed the Chair will respond on behalf of Council as consultation allows.

8 For Decision

8.1 Council Documentation Review [Pages 18/Ara Council/01/63-101]

a Ara Statute

- i Some discussion on the elective members and changes that might be required to the Statute if the changes to legislation goes ahead.
- ii John Hunter and Elizabeth Hopkins advised some specific changes and considerations including (3.1), (4.1) and (7.1); referencing of the Education Act and some definitions to be checked.
- iii It was agreed that any changes and comments to be sent via email to the Minute Secretary to make the required amends.
- iv It was noted that there is now an agreed membership for the Selection Committee to review the Competencies Schedule (Chair, Deputy Chair and Jane Cartwright).
- v It was agreed the advised changes will be made and the revised Statute to be reviewed for final approval at the February Council meeting.

b Ara Standing Orders

- i It was agreed that the Ara Standing Orders are overly formal and no longer reflect the style of meetings.
- ii The Council Secretary advised that a draft Charter document is in development and will be cross-referenced for duplication across the Standing Orders.
- iii It was agreed to keep the formal rules of the standing orders at this stage and that any changes and comments should be sent via email to the Minute Secretary to make the required amends.

Action: Refresh and revise Statute and Standing Orders and include any Council amendments.

[AP1851] Council Secretary

8.2 Review of Council Policies [Pages 18/Ara Council/01/102-133]

All policies were taken as read.

- a CPP601 Council Delegations (Financial and Non-Financial) – the Chief Executive advised that he and the Chief Financial Officer had reviewed and suggested the amendments to the Delegations to the Chief Executive. It was agreed that if time had allowed, this policy would have gone through the

Council Audit and Risk Committee. Council agreed that as long as the policy aligned and was in accordance with the delegations policy within the organisation, the policy could be approved.

- b CPP606 Common Seal – the use of the Ara name was discussed. The Council Secretary confirmed the legal requirement to use Ara Institute of Canterbury on the Common Seal itself. Council agreed this policy could be approved.
- c CPP602 Leave – Council queried the duration of sick leave in Item (1.5j). It was advised that this is in line with the State Services Commission regulations.
- d CPP605 Travel – it was agreed to remove Item 2.4 (referencing actual and reason expenses for a family member or members).
- e CPP102 Disclosures and Management of Conflicts of Interest – Council felt this policy is out of date and needs a refresh e.g. items 2.5c and 2.7b. Council requested that the policy be rewritten in line with the current Institute of Directors’ disclosures policy and the office of AuditNZ. The Council Secretary agreed to action this.

Action: Refresh and rewrite in line with IOD disclosures policy and the office of AuditNZ.

[AP1852] Council Secretary

- f It was agreed to check all policies for the correct use of Ara Institute of Canterbury as the initial reference followed by any references thereafter to be Ara.
- g It was agreed that any changes and comments to be sent via email to the Minute Secretary to make the required amends.

8.3 2018 Council Work Programme

[Pages 18/Ara Council/01/134-137]

- a Council requested that any Ara events for the year be added into the work programme.
- b Jeremy Boys requested that the Council meetings to be held in Timaru be aligned with Graduation dates and it was agreed to also align with the Ara Hub activity once a year.

It was resolved that the 2018 Council Work Programme be approved.

T Arseneau

Carried

9 For Discussion

9.1 Chief Executive Report

[Pages 18/Ara Council/01/138-146]

The report was taken as read. The Chief Executive provided the following verbal summary:

- a Recruitment Activity – is going well and trending above target. This includes the lower level 1 and 2 youth guarantee and pathways activity. SAC 3 and above is still an area of concern.
- b Department of Business – this relates to below Level 5 and as International recruitment is significantly down, there are financial consequences and there will be impact on the bottom line if it continues.
- c The speed of converting applications to enrolment has improved this year. There are still a significant number of applications to convert to enrolments. It was noted that four weeks of activity in terms of conversion still makes Ara vulnerable.
- d There are major projects underway to improve conversion of the applications to enrolments. These include:
 - i Setting a service level agreement timeline
 - ii “Keep warm” policy introduced
 - iii Develop the website to make online applications to enrolment more effective
- e The conversion rate will show in the performance panels for Heads of Department.
- f The online application process requires work including the website. Projects addressing these will be addressed in the second half of the year.
- g Timaru is on a par with this time last year but noting that last year didn't have the nursing numbers, but do this year.
- h There are significant challenges to achieve the Ara EFTS figures to take us forward.
- i A report on the uptake of free fees will be available soon.
- j Council comment and feedback included noting that overall 10% up which is positive. There was a query on the 193 Other Domestic EFTS which the Chief Executive confirmed are contracted provision e.g. ITO contracted activity.

- k Stephen Collins queried the follow-up process for a student who chose not to stay with Ara and the Chief Executive confirmed there has been an inconsistent approach to date. It was agreed there needs to be a more personalised approach with direct contact and to develop more of a nurturing approach to the Ara customer base.

*It was **resolved** that the Chief Executive's application and enrolment report and its contents be received and noted.*

T Arseneau

Carried

9.2 Health and Safety

- a Council queried the assault incident as reported in section 1.2b of the report. The Chief Executive confirmed that this involved two International students who were fighting one another.
- b The number of sick leave days taken was also queried.
- c In general it was noted that the new HRIS system will improve reporting on sick days.
- d The Chief Executive advised that further to the gas explosion incident involving the vapour behind the wall being glued, Ara is undertaking a review of the work with contractors and subcontractors.
- e Staff leave uptake was also discussed both as well-being and contingent liability concern. The Chief Executive advised he had addressed this with staff at the end of last year. As of October 2017, there were 70 non-teaching staff who had in excess of 40 days owing. Reporting is being addressed and will form core accountabilities of the Manager. Council requested to see leave uptake figures in the Health and Safety report going forward.

Action: *Leave uptake figures to be reported.*

[AP1853] Chief Executive

- f Council noted that the completion rates were pleasing in the actions underway report. Jeremy Boys re-emphasised the importance of work placements and how he would like to see that at 100%.

9.3 Ara South Hub Terms of Reference

[Pages 18/Ara Council/01/147-149]

The Ara South Hub Terms of Reference was taken as read.

- a Jeremy Boys emphasised the requirement for strong communication within the Hub.
- b The Chief Executive advised that he is the Chair and is committed to being part of the group.
- c The first meeting will involve the stakeholder group meeting to create discussion opportunities.
- d A regional co-ordinator will be in place and report to a Director and the Chief Executive; focus on the whole of the Southern region and oversee the Timaru Campus.

It was resolved that the Ara Council approve the Ara South Hub Terms of Reference.

T Arseneau/J Cartwright

Carried

10 For Information

[Pages 18/Ara Council/01/150]

10.1 December Media Report

The December media report was taken as read.

11 General Business

- a Jeremy Boys queried the status of the go live accounting system. The Chief Executive confirmed that this is tracking to April. The migration to the new system has had its challenges including organising and reconciling the old cost centres.
- b The Kaiārahi circulated the February dates for the official welcome ceremony Whakatau for all staff and students across all campuses. The Minute Secretary will send calendar invites to all Council members for these dates.
- c The Chair and Chief Executive confirmed that Council agenda setting meetings will form part of their regular fortnightly catch ups.

The meeting concluded at 3.10pm.

READ AND CONFIRMED

Chair:

27 February 2018

Ara Council Minutes

Action List as of 30 January 2018

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1822	25.07.17	3.2d	Health and Safety	Overview assurance paper required – can be circulated via email and placed on Diligent for reference purposes. As of the October Council meeting, the Health and Safety Manager is currently working on this. As of 30/1/18 pending H&S Objectives to be set.	Chief Financial Officer	Carried forward	For email distribution and placed on Diligent.
1834	29.08.17	2.1d	Acting CE's Report – Auckland Opportunities	Council requested to see a timeline, commentary to better clarify the strategy in place and some analysis to inform – long-term trends and projections of the Auckland market. As of 30/1/18 – to be circulated for February meeting.	Chief Executive	Carried forward	27 Feb 17
1851	30.01.18	8.1	Council Documentation Review – Ara Stature and Standing Orders	<ul style="list-style-type: none"> a) Statute - it was agreed the advised changes will be made and the revised Statute to be reviewed for final approval at the February Council meeting b) Standing Orders – refresh and any comments or amends be sent to the Minute Secretary. 	Council Secretary	In progress	27 Feb 17
1852	30.01.18	8.2e	CPP102 Disclosures and Management of Conflicts of Interest Policy	Refresh and rewrite in line with IOD disclosures policy and the office of AuditNZ.	Council Secretary	In progress	27 Feb 17
1853	30.01.18	9.2e	Health and Safety	Leave uptake figures to be reported.	Chief Executive	In progress	27 Feb 17

Office of the Council Chair

Telephone: +64 3 940 7542



7 February 2018

Mike Newcombe
Chairman
Ōtautahi Education Development Trust (OEDT)

Via Email to: Note: Removed for privacy purposes

Dear Mike

Re. OEDT - Ara Council Trust Membership

This letter is to formally advise you that the Ara Council met on 30 January 2018 and received notification from Jeremy Boys of his resignation as one of the Ara Council trustees on the Ōtautahi Education Development Trust. Ara Council member, Stephen Collins was duly nominated and elected as his replacement.

The resignation is effective as of 30 January 2018. I understand the next scheduled meeting date for the Trust is 14 February 2018. Unfortunately, Stephen is unable to attend this meeting due to prior commitments so I would be grateful if you could note his apologies. However, Stephen will attend subsequent meeting dates from 4 April 2018.

Stephen's contact details are as follows:

Email: *Note: Removed from Public Council papers for privacy purposes*
Cellphone:
Postal:

Please do not hesitate to contact me if you require any further information.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Tracey McGill', with a stylized flourish at the end.

Tracey McGill
Council Secretary

cc. Tony Gray (Ara Chief Executive)
Therese Arseneau (Ara Council Chair)
Jeremy Boys
Stephen Collins
Gavin Shepherd (Secretary – OEDT)

Ara Council 27 February 2018	Agenda Item		8.1
	Decision Item	Discussion Item	Information Item
PUBLIC	Presented by		Tony Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Chief Executive's Report
BACKGROUND AND PURPOSE	
RECOMMENDATION(S)	That the Chief Executive's Report be received.
LINK TO ARA STRATEGY	-
KEY ISSUES IDENTIFIED	-
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	-
RATIONALE FOR EXCLUDING PUBLIC	NA

Chief Executive's Report

- 1 The 2018 academic year has begun with three mihi whakatau for students on our Timaru, Woolston and City campuses. Each event provided an excellent opportunity to welcome students to Ara at the beginning of their studies with us!
- 2 The Graduation ceremony at the Timaru campus was well supported with some 80 graduands and their families and whanau attending; the day began with a graduands procession through the town!
- 3 This academic year starts with a number of new programmes across Ara and existing programmes being delivered on new sites. The first cohort of Bachelor of Nursing students began their programme on 12 February 2018 in Timaru and the recent new developments to Creative Industries programmes are now in place; the Timaru campus also now has Managed Apprenticeships in Carpentry and Electrical Engineering. Development of our wholly online provision 'Ara powered by TANZ eCampus' is starting to gain traction with increased numbers recruited to a range of programmes! We are also developing a mixed mode delivery using 'Ara powered by TANZ eCampus' across a number of our campuses and hubs, including Oamaru, Timaru, Ashburton, Hornby, Bishopdale and Rangiora; this delivery will use all aspects of the wholly online platform, but also look to provide the opportunity for students to undertake their studies on campus/hub with a facilitator present. In addition, we will be looking to provide an offer of certain 'Ara powered by eCampus' products to students enrolled on Ara programmes – examples of this are Project Management and Leadership. Also introduced in 2018 are the Bachelor of Construction with specialisations in Construction Management and Quantity Surveying, Graduate Diploma in Construction Management, and Graduate Diploma in Quantity Surveying.
- 4 Some of the key operational challenges for programmes this year include the 'decanting' of much of our health provision to the HREF in the Health Precinct. Council will receive updates on progress with this work which needs to be completed for Semester 2.

Health and Safety

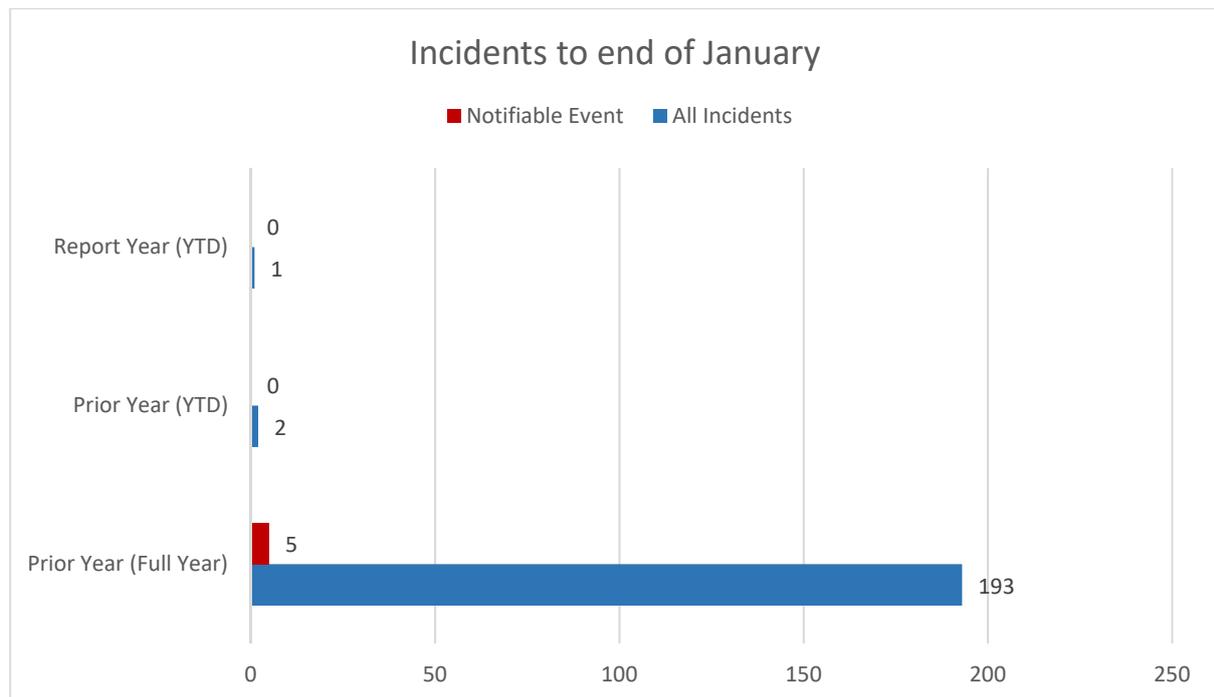
- 5 During the month of January one incident was reported. This related to an Ara student suffering a sprained ankle while playing basketball on the North Green at the City Campus.

- 6 The Duty Holder Review (DHR) report was completed following the adhesive vapour explosion incident in late 2017. The DHR was forwarded to WorkSafe for their consideration. No response has been received at the time of writing.
- 7 A number of staff have raised comfort issues since their return to work from the break. Ergonomic advice was provided and, where necessary, workstation modifications have been completed. Adjustable sit/stand workstations were provided where a medical note supported this.
- 8 There were four fire alarm events in January, including one actual fire in a rubbish skip at the Woolston Campus. Smoke was noted by a neighbour who extinguished the fire with their garden hose. Camera footage does not indicate arson was involved.

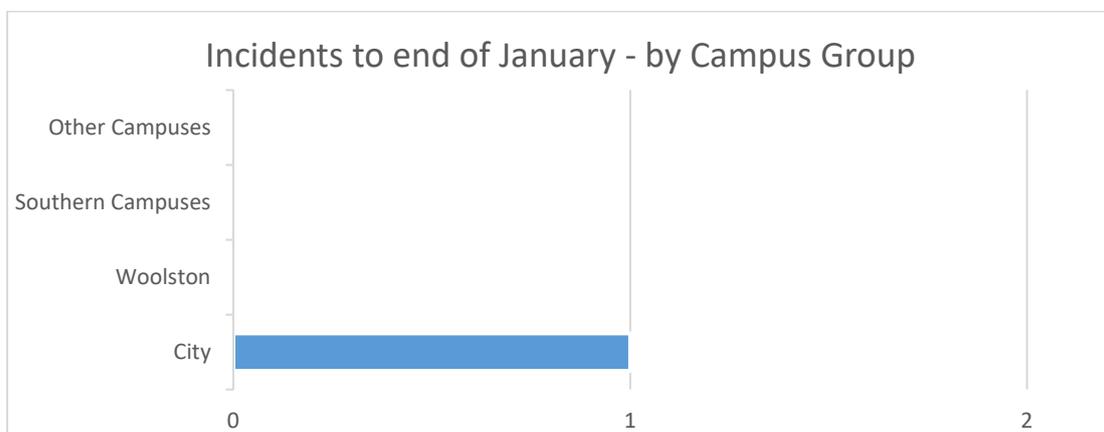
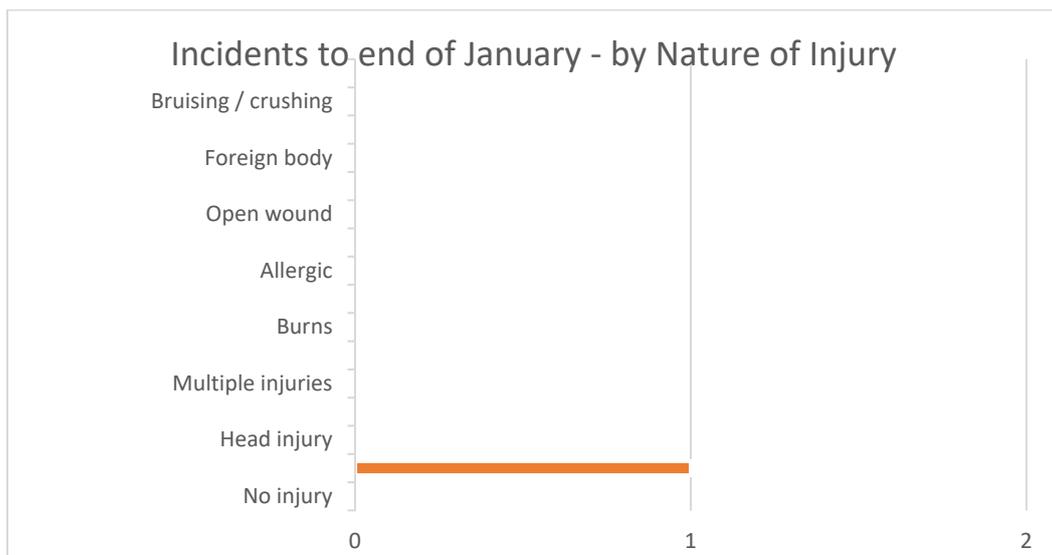
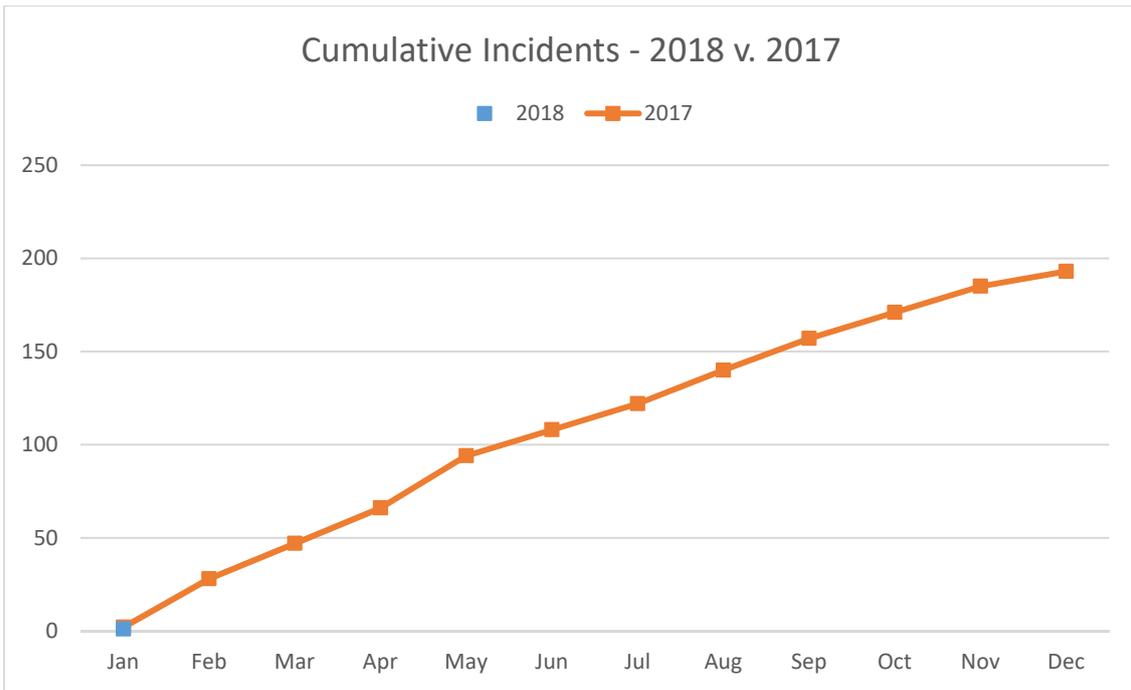
Tony Gray
Chief Executive

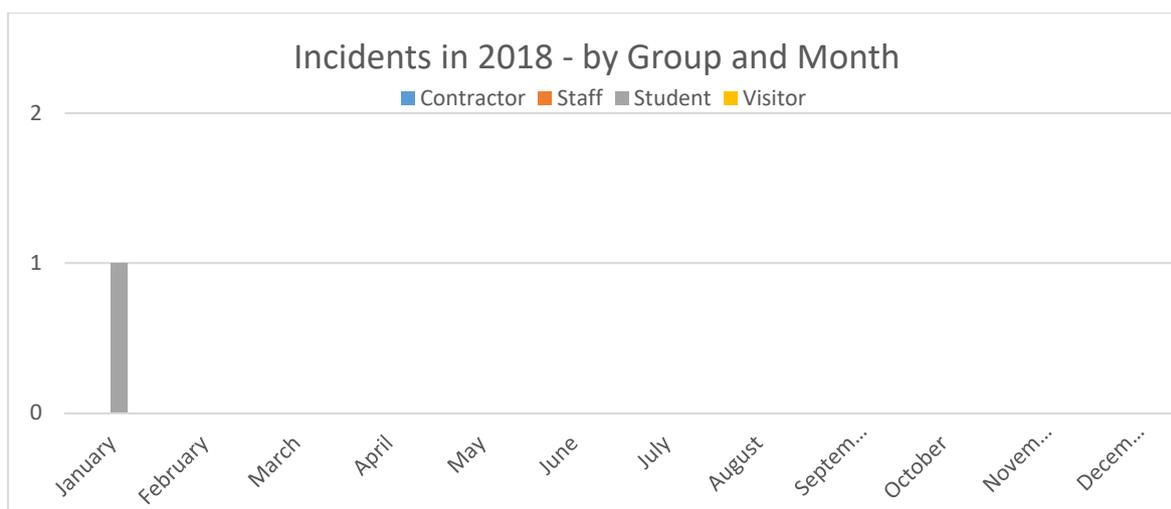
Health and Safety

INCIDENT SUMMARY						
Person Type	Notifiable Injury or Illness		Notifiable Incident		All Incidents	
	This month	YTD	This Month	YTD	This Month	YTD
Staff	0	0	0	0	0	0
Students	0	0	0	0	1	1
Contractors	0	0	0	0	0	0
Visitors	0	0	0	0	0	0
Capital Works	0	0	0	0	0	0
Total	0	0	0	0	1	1
INCIDENT DETAIL (SINCE LAST REPORT)						
<i>Refer to commentary for detail on incidents.</i>						



(excludes Capital Works incidents)





IMPROVING SYSTEMS AND PROCESSES

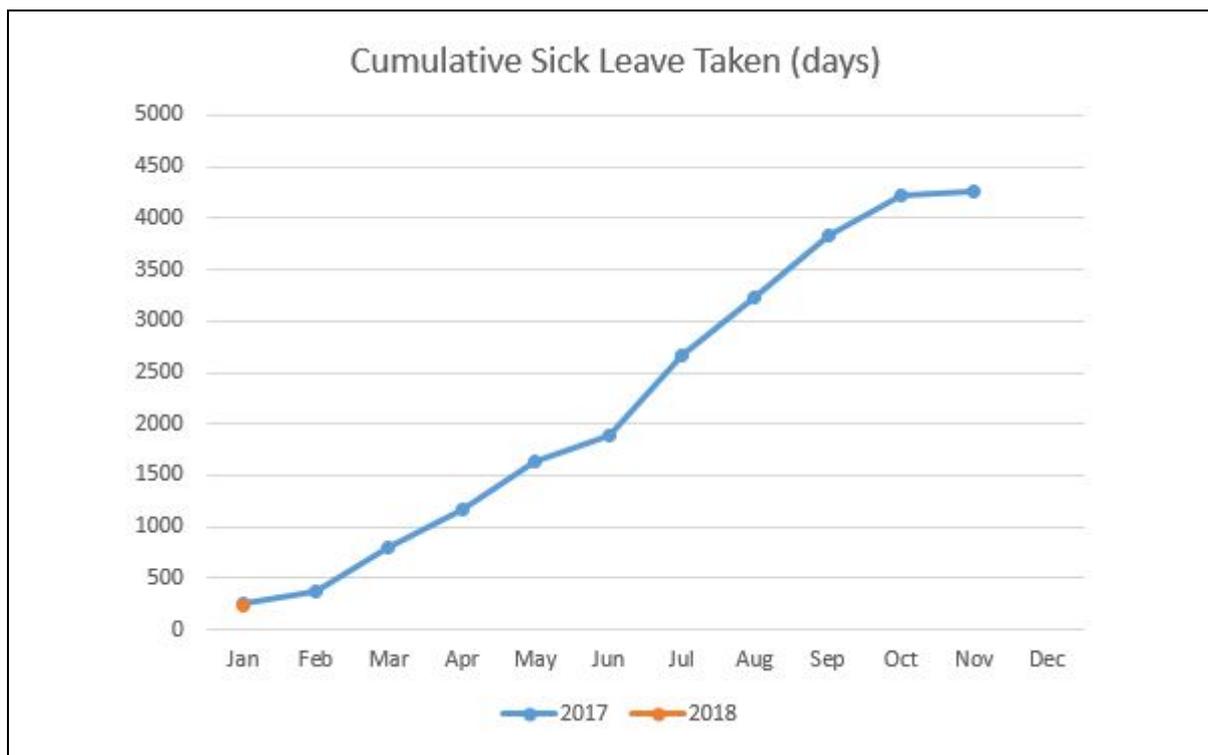
Number of audits and inspections (excluding capital works programme)	0	
Staff participating in Health and Safety Oversight	36	H&S Coordinators
Number of provisional improvement notices issued	0	
Number of hazard registers past review date	0	

STUDENT WELFARE

Number of student workplace locations reviewed	Unknown	A process is being developed to collect data for this measure.
------------------------------------------------	---------	----------------------------------------------------------------

STAFF WELFARE

Lost days due to on-site accidents	Jan: 18 days	1 staff member, back injury.
Lost days due to off-site accidents	Jan: 0 days	Nil
Lost days due to sickness	Jan: 229 YTD: 229	Full time equivalent days.
Sick days taken per FTE		



Number of new staff (excluding casual) that completed their health and safety induction process.	11 of 13 full time staff who started in January	85%
Number of staff on a return to work plan	1	The initial injury of the staff member on the return to work plan was not work related. 3 other staff are off work for non-work related injuries.
Employee Assistance Programme September		
New clients	8	YTD 8
Sessions	22	YTD 22

CAPITAL WORKS PROGRAMME

Audits Completed	Nil in January. The only capital works relate to the resurfacing of K Block carpark.
Audit Action Items	Nil

OTHER

- Four fire alarm events occurred in January involving Fire and Emergency. There was a fire in a skip at the Woolston Campus, steam from an urn, a drop in sprinkler pressure due to cold temperatures, one cause not determined.
- The fire evacuation procedure for Te Kei (G Block) has been approved by Fire and Emergency.
- 15 contractors were inducted during January.
- Four workstation assessments were completed in January. Workspace modifications were completed where necessary.

HEALTH AND SAFETY ACTIONS UNDERWAY			
Action Description	Owner	Due Date	% Complete
Consideration of new supporting policies – Drug and Alcohol	TKM H&S Manager P&D	June 2017	50%
Revision of the Procurement Policy	PMO & Finance project	July 2017	90% With TKM for ratification.
Training and Skills Development Plan prepared	P&D Manager H&S Manager	August 2017	90% People and development are piloting a database of obligatory H&S certifications, licences and qualifications.
Placements - Develop processes that address placements and placement location	Director CS Director EAR	October 2017	50% Committee established. Draft Policy under consideration. PwC advice under consideration.
Review incident management procedures, arrange training, test process	H&S Manager	February 2018	75% Lockdown procedure reviewed. Incident management procedures under review. Training arranged for late February.
Review rehabilitation guidelines as it relates to experience rating	H&S Manager P&D Manager	March 2018	25% Preliminary discussions held with P&D staff.

Ara Council 27 February 2018	Agenda Item	9.3a
		Information Item
PUBLIC	Presented by Prepared by	T Gray S McBreen-Kerr

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Academic Board
BACKGROUND AND PURPOSE	<p><i>A summary report to Council from Academic Services Division of:</i></p> <ul style="list-style-type: none"> • <i>The Full Academic Board was held on 2 November 2017. Full Academic Board receives reports from sub-committees including Departmental Boards of Study. These meetings are held twice a year.</i> • <i>The Academic Board meeting was held on 7 December 2017.</i> <p><i>The Academic Board role is to:</i></p> <ul style="list-style-type: none"> • <i>Advise Council, and recommend where appropriate, on the academic strategic direction and practices of the institution.</i> • <i>Develop, monitor, review and maintain policies on academic matters including research conducted by staff.</i> • <i>Consider proposals for new programmes.</i> • <i>Approve programmes.</i> • <i>Manage sub-committees as required, including:</i> <ul style="list-style-type: none"> • <i>Defining delegations, roles, Terms of Reference (ToR) and membership.</i> • <i>Receiving and acting on reports.</i> • <i>Reviewing performance and effectiveness.</i> • <i>Consider and report on any other academic matters which are referred to it by the Council or CE, or which the Board believes are of significant importance.</i>
RECOMMENDATION(S)	1. That the Academic Board report be received.
LINK TO ARA STRATEGY	High Performing Organisation.
KEY ISSUES IDENTIFIED	<p>Note: All planned developments to NZQA for 2018 delivery on time.</p> <p>Note: Strategic discussion of what Ara degrees need to look like for the future of work and Ara sustainability.</p> <p>Note: Entry criteria and barriers to entry being reviewed.</p> <p>Note: 2017 internal review complete and follow up analysis and action in progress.</p>
FINANCIAL IMPLICATIONS FOR ARA	
RISK IMPLICATIONS FOR ARA	
RATIONALE FOR EXCLUDING PUBLIC	

Academic Board Report

Full Academic Board 2 November 2017

- 1 Full Academic Board met on 2 November 2017. Reports were received for all the Department Boards of Studies. The Quality Select Committee met together with the Academic Board for the presentations from each department. Head of Departments and their senior managers outlined progress against their plans as presented at the last full Academic Board. They presented evidence and quality stories on the highlights, matters of significance, and areas where there were still challenges. As part of the quality improvement and assurance process they then engaged in an evaluative conversation with those attending.
- 2 These meetings provide a valuable insight to departments and are a significant part of the Academic Board getting academic assurance and understanding of the quality improvements being made, and any current challenges remaining. Council members are invited to attend to be part of the process.
- 3 Note: This meeting combined the reporting from the Departmental sub-committees and the Quality Select Committee, which has both a performance and improvement focus. While this reduced preparation time for the Departments it lost valuable impact and will not be repeated in 2018.

Academic Board 7 December 2017

4 Programme Approval

There continues to be a high rate of programme developments. The following were the most recent programmes to get NZQA approvals prior to the meeting:

- Diploma in Digital Media and Design (L5)
- Diploma in Arts and Design (L5)
- Bachelor of Construction (L7)
- Graduate Diploma in Quantity Surveying (L7)
- Graduate Diploma in Construction Surveying (L7)

Ara had all planned programmes into NZQA prior to their deadlines so all planned delivery will be approved prior to the 2018 academic year. Academic Board acknowledged the work of Departments and Academic Services on this achievement.

5 Policy Updates

The following academic polices were approved with minor edits:

- APP504 Regulations Governing Admission, Withdrawals and non-Engagement Cancellation
- APP805 Postgraduate Thesis and Research Project Supervision and Examination
- APP806 Postgraduate Board of Studies Terms of Reference

Note: postgraduate delivery is still relatively new for Ara so Academic Board has a dedicated Board of Studies guiding that work and ensuring we continue to deliver high quality.

6 TANZ Collaborative Academic Regulations

The TANZ Collaborative Academic Regulations were received and approved. They will apply to TANZ eCampus students from 2018 with a view to working towards implementing them fully for the start of 2019. This means all TANZ partners will have common regulations. This removes current barriers to using each other's programmes, students doing joint study with TANZ eCampus and students

transferring between institutions. A number of policies and systems will require changes which will affect programme documentation and assessment regulations. Academic Board agreed that once implemented these changes will apply to all programmes delivered by Ara.

7 Student Services Division Update

At an earlier meeting, Academic Board had noted that the Early Childhood Centre was not visible to the Board, yet they had responsibility to assure and support their academic quality. As part of getting visibility and considering suitable support the Early Childhood team were invited to Academic Board. They provided an overview of the Early Learning Centre activity and the outcomes of their recent Education Review Office (ERO) visit and report.

Academic Board had previously noted and discussed the impact of mental health on student achievement and sought to assure itself that suitable supports and capability was in place. Student Services attended and gave an overview of the supports available and capability building for tutors. Good departmental practice was shared.

8 Research and Knowledge Transfer Committee

The 2017 Semester 1 Research report was received. A high number of new research projects received approval. There are two programmes who do not currently have sufficient active researchers on teaching teams and 10 researchers without current approved projects. Head of Departments will address these issues in the 2018 plans.

9 Strategic Issues

Ara Degrees

Ara has added more degrees and degree related programmes such as graduate diplomas, postgraduate certificates and diplomas to its portfolio. NZQA has changed some of its expectations and lifted its regulatory bar and competitors are stepping into what used to be the Ara point of relative advantage (applied degrees with in work experience and learning). Academic Board wants to discuss what an Ara degree should be in the future. A discussion paper will come to the next meeting to inform a structured debate.

Ara seeks to remove any barriers to higher education. A review of entry criteria to our programmes found some criteria and/or staff practice may not be optimal to meet that aim. A review is to occur and will include English language requirements during 2018.

During 2017 we again had an Internal Evaluation process where we used external evaluators to review a set of programmes and provide a report. The report is available to Head of Departments now. It is currently being analysed and common themes distilled. A report focusing on these areas will be brought to Academic Board. The quality of moderation and assessment arose early. Academic Board had previously identified the quality of assessment practice as a focus area. Each programme has been supported to conduct a self-assessment with the support of an on line tool. The results of those evaluations will inform Departments and Academic Board on required next steps.

Ara Council 27 February 2018	Agenda Item	9.3b
		Information Item
PUBLIC	Presented by	J Hunter

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Council Sub-Committee Reports
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> Public record of the formal Ara Sub-Committee Council meetings, held for the Council Campus Redevelopment Committee in November 2017 and February 2018.
RECOMMENDATION(S)	<p>That Council:</p> <ol style="list-style-type: none"> Receive the confirmed minutes of the meeting of the Council Campus Redevelopment Committee on 21 November 2017 and note the resolutions contained. Receive the verbal update of the meeting of the Council Campus Redevelopment Committee on 20 February 2018.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

Ara Council Campus Redevelopment Committee Minutes

21 November 2017

Minutes of a meeting of the Ara Council Campus Redevelopment Committee held on Tuesday 21 November 2017 at 1.30pm in Room L233, City Campus.

1 Welcome

The Chair opened the meeting welcoming the Committee.

2 Meeting Business

2.1 Attendance

a Voting Members

John Hunter (JH) (Chair), Janie Annear (JA) via videoconference, Stephen Collins (SC), Tony Gray (TG) and Darren Mitchell (DM).

b Non-Voting Members

Tracey McGill (Council Secretary) (TM).

c In Attendance

Colin King (Manager, Project Office) (CK) and Christina Yeates (Minute Secretary).

2.2 Apologies

Dave Lang (Project Director/Project Manager) (DL).

3 Disclosure of Conflicts of Interest

Nil.

4 Confirmation of Minutes

4.1 Minutes of Council Campus Redevelopment Committee meeting of 17 October 2017

*It was **resolved** that the Minutes of the Council Campus Redevelopment Committee meeting held on 17 October 2017 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

S Collins/ D Mitchell

Carried

4.2 Business Arising out of the meeting

Nil.

5 General Business

Nil.

6 Public Excluded

1.35pm

*It was **resolved** that the public be excluded from the remainder of the meeting.*

Chair

Carried

The general subject of the matters considered while the public was excluded was:

- | | | |
|-----|----------------------------------------------------------|--------------------|
| 6.1 | Minutes of Meetings of 17 October 2017 – Public Excluded | [s9(2)(f),(i),(j)] |
| 6.2 | Business Arising from previous Public Excluded Minutes | [s9(2)(i)(j)] |
| 6.3 | Project Management Office Capital Works Programme Report | [s9(2)(i)(j)] |
| | a) Individual Projects Update | |
| | b) Health and Safety | |
| | c) Te Aranga | |
| | d) HREF – SHF Contractor Procurement | |
| 6.4 | Kahukura Budget Status Update | [s9(2)(i)(j)] |
| 6.5 | Te Kei Budget Status Update | [s9(2)(i)(j)] |
| 6.6 | Woolston Budget Status Update | [s9(2)(i)(j)] |

This resolution was made in reliance on s48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by s9 of the Official Information Act 1982 which would be prejudiced by the holding of the proceedings of the meeting in public. The section of the Official Information Act which applies is shown beside each item considered while the public was excluded:

- *Matters involving confidential information about an identifiable person*
[s9 (2)(a)] – Protect the privacy of natural persons, including that of deceased natural persons
- *Submissions to Parliament and other formal advice*
[s9(2)(f)] – Maintain confidential conventions which protect political neutrality, and the confidentiality of communications and advice tendered by officials
- *Commercially sensitive financial data*
[s9(2)(i)] – The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities
- *Negotiations in progress with other organisations*
[s9(2)(j)] – Enable a Minister of the Crown or any Department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

The Council moved back into open meeting.

There being no further business the meeting closed at 2.15pm.

READ AND CONFIRMED

Chair:

20 February 2018

2018 Council Work Programme

as at 30 January 2018

Month	Topics	Notified Non-availability
January	30 Council Meeting (ChCh) <ul style="list-style-type: none"> • Conflicts of Interest – signed updated register from each member • Reconfirm Committee and Trust Memberships • Council Policy Review • Council Documentation Review • Board Self-Assessment 	M Taite-Pitama (30 Jan)
	30 Chief Executive Remuneration and Performance Review Committee	
February	15 Graduation (Timaru – 2pm)	E Hopkins (3-10 Feb) T Arseneau (5-10 Feb) J Annear (6-11 Feb)
	20 Council Campus Redevelopment Committee Meeting	
	22 Chief Executive Remuneration and Performance Review Committee	
	27 Council Meeting and Workshop (ChCh) <ul style="list-style-type: none"> • 2017 End of Year Provisional Financial Report • Strategic Development Fund – 2017 Close-out Reports Workshop (1) Strategy Planning	
March	12 Council Audit and Risk Committee Meeting	T Arseneau (13-20 March)
	27 Council Meeting (ChCh) <ul style="list-style-type: none"> • Board Self-Assessment • Health and Safety Manager Report • Draft Annual Report 2017 • Risk Management Framework Review • TEC Attendance? 	
	29 Autumn Graduation Ceremonies (9.30am and 2.30pm sessions)	
April	6 Council Audit and Risk Committee Meeting	
	17 Council Campus Redevelopment Committee Meeting	
	Note: No Council meeting this month	
May	1 Council Meeting (ChCh) <ul style="list-style-type: none"> • Final approval of 2017 Annual Report • Report on Affixing of Common Seal • Pasifika Strategy Report • Internationalisation Strategy Report • Kaiārahi Report 	
	3 Full Academic Board	
	16 Council Audit and Risk Committee Meeting	
	29 Council Workshop(ChCh) Workshop (2) Strategy Planning	
June	? Chief Executive Remuneration and Performance Review Committee	
	19 Council Campus Redevelopment Committee Meeting	
	26 Council Meeting (ChCh) <ul style="list-style-type: none"> • 2018 Strategic Development Fund Report • Risk Framework Report • Health and Safety Manager Report • Fee Setting 	
July	18 Council Audit and Risk Committee Meeting	
	Note: No Council meeting this month	
August	21 Council Campus Redevelopment Committee Meeting	
	28 Council Workshop (Chch) Workshop (3) Strategy Planning	

September	19	Council Audit and Risk Committee Meeting	
	21	Spring Graduation Ceremony (10am)	
	25	Council Meeting <ul style="list-style-type: none"> • Pasifika Strategy Report • Kaiārahi Report 	
October	?	Chief Executive Remuneration and Performance Review Committee	
	16	Council Campus Redevelopment Committee Meeting	
	30	Council Meeting <ul style="list-style-type: none"> • Report on Affixing of Common Seal • Risk Management Framework – Quarterly Report • Annual Report 2018 – content/format • Health and Safety Manager Report 	
November	1	Full Academic Board	
	27	Council Meeting Workshop (4) Strategy Planning	
December	11	Council Meeting (if required) <ul style="list-style-type: none"> • 2018 Budget – Sign off 	
	12	Council Campus Redevelopment Committee Meeting (if required)	
	13	Council Audit and Risk Committee Meeting	

10.30-11am Council only time; 11am – 3pm Council meeting

Waitangi Day – Tues 6 Feb

Good Fri – 30 Mar

Easter Mon – 2 April

Easter Tue – 3 April

ANZAC Day – Wed 25 Apr

Queen’s Birthday – Mon 4 Jun

South Canterbury Anniversary Day (Timaru Campus) – Mon 24 Sept

Labour Day – Mon 22 Oct

Canterbury Anniversary/Show Day – Fri 16 Nov

Christchurch Location: Room G202, Council Room, Te Kei

Timaru Location: Room TA210, Boardroom, Timaru Campus.

Ara Council Media Report – January 2018

26/01/18

Nursing Timaru Ara has [almost filled its first 25-person cohort](#) for the first nursing programme in Timaru.

29/01/18

Timaru Ara...has [reduced creative industries staffing and changed the programmes](#), while the local DHB [welcomed high interest in a new nursing programme](#).