



# Notice of Meeting

A meeting of the Ara Council will be held:

on **Tuesday 27 June 2017**

at **11.00am**

in **Room L233, City Campus.**

Tracey McGill  
Council Secretary



## COUNCIL MEETING AGENDA

Tuesday 27 June 2017  
11.00am  
Room L233, City Campus

	10.30am	Council Only Time	Attached
<b>1) Meeting Business</b>	11.00	<b>1.1. Karakia/Mihi</b>	
		<b>1.2. Apologies</b>	
		<b>1.3. Disclosure of Conflicts of Interest</b>	Attached
		<b>1.4. Meetings held Tuesday 30 May 2017</b> <ul style="list-style-type: none"> <li>• Approval of minutes</li> <li>• Matters arising</li> <li>• Action List</li> </ul>	Attached
		<b>1.5. Special meeting minute of 31 May 2017</b>	Attached
<b>2) For Decision</b>	11.15	<b>2.1 Media Monitoring</b>	Attached
<b>3) For Discussion</b>	11.30	<b>MONTHLY REPORTS</b> <b>3.1. Chief Executive</b> <b>3.2. Health and Safety</b>	Attached
<b>4) For Information</b>	11.45	<b>MONTHLY REPORTS</b> <b>4.1 Chair Report</b> <b>4.2 Trustees</b> <b>4.3 Sub-Committee Reports</b> <ul style="list-style-type: none"> <li>a Academic Board</li> <li>b Council Audit and Risk Committee</li> <li>c Council Campus Redevelopment Committee</li> <li>d Staff and Council Advisory Group</li> </ul>	Attached Verbal Attached Verbal
		<b>OTHER</b> <b>4.4 2017 Council Work Programme</b>	Attached
<b>5) General Business</b>	12.00	<b>Key Messages</b>	Verbal



<b>Ara Council</b> <b>27 June 2017</b>	<b>Agenda Item</b>	<b>1.3</b>
		<b>Information Item</b>
<b>PUBLIC</b>	<b>Presented by</b>	T McGill

<b>ARA COUNCIL REPORT SUMMARY</b>	
<b>TITLE OF REPORT</b>	<b>2017 Register of Disclosure of Conflicts of Interest</b>
<b>BACKGROUND AND PURPOSE</b>	<ul style="list-style-type: none"> <li>To provide an accurate and up to date register of disclosures of conflicts of interest of the Ara Council members.</li> <li>No new conflict of interests have been identified since the May Council meeting.</li> </ul>
<b>RECOMMENDATION(S)</b>	N/A
<b>LINK TO ARA STRATEGY</b>	N/A
<b>KEY ISSUES IDENTIFIED</b>	N/A
<b>FINANCIAL IMPLICATIONS FOR ARA</b>	N/A
<b>RISK IMPLICATIONS FOR ARA</b>	N/A

## 2017 Register of Disclosure of Conflicts of Interest

as at 19 June 2017

### Council Members

<p><b>Janie Annear</b> Acting Council Chair/ Deputy Chair [Term: 01/01/16 - 30/04/19]</p>	<ul style="list-style-type: none"> <li>• Janie Annear Consulting (Director)</li> <li>• Local Government Commissioner</li> <li>• Canterbury Economic Development Company (Director)</li> <li>• Specialised Structures Advisory Board (Director)</li> <li>• Westhills Forestry Ltd (Shareholder)</li> <li>• Rosehill Trust (Trustee)</li> <li>• Timaru Holdings (Partner)</li> </ul>	<ul style="list-style-type: none"> <li>• Lottery Community Facilities (Fund member)</li> <li>• Lottery Significant Projects (Fund member)</li> <li>• Injury Management (Owner)</li> <li>• South Canterbury District Health Board (P Annear -Board Member)</li> </ul>
<p><b>Jeremy Boys</b> [Term: 01/01/16 - 30/04/19]</p>	<ul style="list-style-type: none"> <li>• South Canterbury Chamber of Commerce (Director)</li> <li>• Opuha Water Ltd (Director)</li> <li>• JW&amp;AM Boys Family Trust (Trustee)</li> </ul>	<ul style="list-style-type: none"> <li>• Ōtautahi Education Development Trust (Trustee)</li> </ul>
<p><b>Jane Cartwright</b> [Term: 01/05/14- 30/04/19]</p>	<ul style="list-style-type: none"> <li>• Ara Foundation (Trustee)</li> <li>• Brackenridge Estate Limited (Chair)</li> <li>• Health Practitioners Disciplinary Tribunal (Member)</li> <li>• Nurse Maude Association (Board member)</li> </ul>	<ul style="list-style-type: none"> <li>• Canterbury Clinical Network (Programme Director)</li> <li>• Cartwright-Newton Family Trust (Trustee)</li> <li>• JC Ltd (Director)</li> </ul>
<p><b>Stephen Collins</b> [Term: 01/05/13- 30/04/19]</p>	<ul style="list-style-type: none"> <li>• Basileus Investments Ltd (Director and shareholder)</li> <li>• Canterbury Employers' Chamber of Commerce (Board member)</li> <li>• Christchurch Heritage Trust (Board member)</li> <li>• Christchurch Heritage Ltd (Director)</li> <li>• Collins Davies Trust (Trustee)</li> <li>• Collins Real Estate Ltd (Director and shareholder)</li> </ul>	<ul style="list-style-type: none"> <li>• S J Collins Family Trust (Trustee)</li> <li>• Oxford 210 Ltd (Director and shareholder)</li> <li>• Rebekah Collins Trust (Trustee)</li> <li>• Ripponvale Investment Ltd (Director)</li> <li>• Samuel Collins Trust (Trustee)</li> <li>• Westwood Ltd (Director and shareholder)</li> </ul>
<p><b>Elizabeth Hopkins</b> [Term: 01/05/14- 30/04/18]</p>	<ul style="list-style-type: none"> <li>• Ara Foundation (Trustee)</li> <li>• INNATE Immuno Therapeutics Ltd (Director)</li> <li>• Testing Laboratory Registration Council (Board member)</li> </ul>	<ul style="list-style-type: none"> <li>• Hopkins Partnership (Director and Shareholder)</li> </ul>
<p><b>John Hunter</b> CAC Chair/CCRC Chair [Term: 01/05/14- 30/04/18]</p>	<ul style="list-style-type: none"> <li>• Hunter York Family Trust (Trustee)</li> <li>• Nelson Bays Primary Health (Chair)</li> <li>• PowerHouse Ventures (Director)</li> <li>• PHO Alliance (Executive member)</li> </ul>	
<p><b>Melanie Taite-Pitama</b> [Term: 01/03/17- 28/02/21]</p>	<ul style="list-style-type: none"> <li>• tbc</li> </ul>	

## Council Officers

<b>Kay Giles</b> Chief Executive	<ul style="list-style-type: none"> <li>• Ara Foundation (Trustee)</li> <li>• Canterbury International Education Leadership Accord (Member)</li> <li>• Canterbury Region Cross-Sector Forum on Raising Achievement (Member)</li> <li>• Engineering Education to Employment Steering Group (Member)</li> <li>• Engineering Reference Group (Chair)</li> <li>• Global Education Skills Alliance Board of Directors (Chair)</li> <li>• Health Precinct Advisory Council (Member)</li> <li>• He Toki Apprenticeship Trust Board (Member)</li> <li>• ITP CEs Group (Member)</li> <li>• NZQA ITP Advisory Committee (Member)</li> <li>• Ōtautahi Education Development Trust (Trustee)</li> <li>• Post-Secondary International Network (Member)</li> <li>• TANZ Accord (Member)</li> <li>• TANZ eCampus Ltd (Director)</li> <li>• Te Tapuae o Rēhua (Director)</li> <li>• Vocational Education and Training Outcomes Working Group (Member)</li> </ul>
<b>Te Marino Lenihan</b> Kaiārahi	<ul style="list-style-type: none"> <li>• k4 Cultural Landscape Consultants Ltd (Director)</li> <li>• Centre of Contemporary Art (CoCA) (Board of Trustees)</li> <li>• Ngā Aho (National Network of Māori Design Professionals) (Executive)</li> </ul>
<b>Tracey McGill</b> Council Secretary	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>George Tylee</b> Deputy Council Secretary	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Christina Yeates</b> Governance and Strategy Unit Senior Administrator	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

# Ara Institute of Canterbury

## Council Minutes

30 May 2017

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 30 May 2017 at 11.00 am in Room L233, City Campus.

### 1 Statutory Requirements

#### 1.1 Welcome

- a The Acting Chair, Jane Cartwright formally welcomed members of staff and union representatives in both Christchurch and Timaru to the meeting.
- b Jane advised that there were a number of apologies from Council members for this meeting, meaning the Council is not in quorate. It was agreed the meeting would go ahead and any recommendations would be recorded and agreed via circular resolution post-meeting.

#### 1.2 Attendance

##### a **Present**

##### i **Voting Members**

Jeremy Boys, Jane Cartwright (Acting Chair), John Hunter and Melanie Taite-Pitama.

##### ii **Non-Voting Officers**

Kay Giles (Chief Executive), Tracey McGill (Council Secretary) and Christina Yeates (Minute Secretary).

##### iii **In Attendance**

Therese Arseneau (observing).

Management: Phil Agnew (Director, Business Development), Ann Kilgour (Director, Strategic Innovations), Darren Mitchell (Director, Corporate Services) and Stephen Russell (Manager, Academic Support - Student Services Division).

Staff and Council Advisory Group Members: Deborah Young (Chair).

There were a number of Union representatives and staff in attendance in both Christchurch and Timaru (via videoconference link from Room TA210, Timaru Campus).

**b Apologies**

**i Voting Members**

Janie Annear (Acting Chair), Stephen Collins and Elizabeth Hopkins.

**ii Non-Voting Officers**

Te Marino Lenihan (Kaiārahi),

**iii Management**

Judith Brown (Director, Education and Applied Research) and John West (Director, Student Services).

1.3 Disclosure of Conflicts of Interest [Pages 17/Ara Council/05/269-271]

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

Nil.

**Declarations of interest for items on today's agenda**

Jeremy Boys advised that he is involved with the South Canterbury Chamber of Commerce and conflicts should be noted for agenda items 1.5 and 7.2.

1.4 Confirmation of Minutes [Pages 17/Ara Council/05/272-284]

**a Minutes of Committee Meeting – 28 March 2017**

All attending Council members were comfortable with the minutes of the meeting as noted. A recommendation will be sent by the Council Secretary via circular resolution post-meeting.

**b Action List of Committee Meeting – 28 March 2017**

The action list of the 28 March 2017 meeting was received and noted. It was agreed to refine the action list and it was confirmed that work is progressing on all the actions due for 30 May 2017. These will be reported at the June Council meeting or new due date advised.

**c Minutes of Committee Meeting – 15 May 2017**

The minutes of the special meeting held by the Ara Council via email on 15 May 2017 were received and noted.

**d Matters Arising**

None.

1.5 Correspondence [Pages 17/Ara Council/05/285-292]

- a** All correspondence as detailed in the meeting papers were received and contents noted. This included correspondence in regard to the transfer of crown assets, appointment of the new Council Chair to Ara and extension of

term for Stephen Collins, the 2016 Ara Annual Report and letter, and response in regard to Aoraki Development.

- b There was some discussion around the letter received from Aoraki Development raising concerns regarding Ara operations in South Canterbury. It was noted that a meeting has been agreed for 2 June 2017 with key stakeholders to address the community concerns and that the sharing of data will clarify the facts. Council wished to acknowledge the concerns of the community and acknowledged the meeting will be an opportunity to re-engage with the community for a more constructive relationship going forwards.
- c Melanie Taite-Pitama advised that the Staff and Council Advisory Group had met prior to the Council meeting and encouraged communications to be consistent with staff and the community.

## 2 For Decision

[Pages 17/Ara Council/05/293-301]

### 2.1 Internationalisation Charter

- a Kay provided an overview to the Internationalisation Charter – providing a statement of principles aimed as a higher level aspirational document. It positions the institution to be globally relevant for students and is about all students at Ara not just International students.
- b Discussion on the cross cultural aspect, how it needs to align with the international workplace and to provide context and setting the scene early on. It was agreed some further wordsmithing would be done to emphasise and ensure all course content is at the boundary of international knowledge, and aligned to the international marketplace.

**Action:** *Further wordsmithing to be completed.*

**[AP1808] P Agnew**

- c Some further discussion on umbrella aspects of the Charter to think about going forwards, e.g. for tutors. It was agreed to refresh the online induction programme for all staff to access. It was confirmed that all policies that sit underneath the Charter be reviewed at the same time.

**Action:** *Refresh of online induction tool for staff.*

**[AP1809] D Mitchell**

### 3 For Discussion

#### Monthly Reports

##### 3.1 Chief Executive

[Pages 17/Ara Council/05/302-320]

The Chief Executive report for this month was taken as read.

- a The Chief Executive provided an overview as detailed:

##### **Meetings/Events Attended**

Kay advised that she had also attended a retirement function for Tony Hall (Chancellor) Lincoln University.

##### **Financials and Enrolments**

- i On track with budget and on track for year end. Darren confirmed there is continued close monitoring occurring for the reforecast which will be tabled at the June Council meeting.
- ii Each teaching department is implementing strategies and activities to address enrolments for Semester Two. There is a stronger hold on enrolments for Semester Two.
- iii Council provided positive feedback on the graphical presentation in the report.
- iv Some discussion on the lower level provision on Southern Campus and the need to ensure the right programmes are in place.
- v Levels 3 to 7 are stronger (mainly school leavers) and are not affected as much by full employment. Levels 1 to 2 Foundation are more likely to disengage with education and take jobs.
- vi Some analysis of the Ministry of Education retention data which will show in the Youth Report being tabled at the June Council meeting.
- vii It was noted that Ara is the only institution to have used all of its' Trades Academy places.

##### **Auckland**

- viii Phil advised that the Auckland sales office has now been implemented. Targeted campaign to be run focusing on programme areas and growth targets. A full-time member of staff has been employed.

- ix Phil confirmed that there will be a link back to the main employers. Some discussion around the changes to the Construction market in Christchurch going forwards and how this may affect the Auckland market.

### 3.2 Health and Safety

- a It was noted that there were minimal issues.
- b Darren confirmed that there is a real sense of staff and student responsibilities around campus for Health and Safety. The online Health and Safety reporting tool will also be reflective of this.
- c Flu vaccinations – of note was the decision to extend the vaccination programme from April to end August which has worked really well and proved popular with staff.
- d Audit and Risk Committee – external review taking place on Health and Safety.

## 4 For Information

### 4.1 Chair Report

- a No report for this month.

### 4.2 Trustees

- a No reports received for this month.

### 4.3 Sub-Committee Reports

- a Academic Board [Pages 17/Ara Council/05/321-323]

The report was taken as read. Council were advised that the further analysis of data requested on the student surveys has been placed in the Resource Centre on Diligent. This was in response to queries on programmes specific to the region in comparison to overall programmes and to look at the satisfaction levels.

- b Council Audit and Risk Committee [Pages 17/Ara Council/05/324-330]
  - i The meeting minutes from the Council Audit and Risk Committee meeting held on 9 May 2017 were received and the contents noted.
  - ii Of note, there will be a change to the process for the policy register. A consolidated schedule of policies with oversight by Council and Committees will be presented to Council on an annual basis.

c Council Campus Redevelopment Committee

- i The Council Campus Redevelopment Committee meeting minutes of 19 April 2017 were received and noted.
- ii John provided a verbal update of the meeting held on 16 May 2017 of which there were two items of note:
  - Official opening of the Kahukura building is likely to take place in August and Ara is pending the advice of the Prime Minister's office in terms of his availability.
  - In regard to the letter received from TEC regarding the transfer of Crown Assets, there are conditions precedent and pending legal opinion, this will be presented to Council for approval.

d Staff and Council Advisory Group

- i The meeting was held prior to the Council meeting and as per previous agenda item note (1.5c), Melanie advised that the main discussion ensued around staff communications.

4.4 Affixing of the Common Seal [Pages 17/Ara Council/05/331-333]

- a Council received the report of the Common Seal for 26 October 2016 to 22 May 2017 and noted the contents. The resolution to approve will be included in the circular resolutions emailed to Council post meeting.

4.5 2017 Council Work Programme [Pages 17/Ara Council/05/334-335]

- a The 2017 Council Work Programme as of 22 May 2017 was received and Council were asked to advise the Council Secretary of their availability from June to December 2017 so the work programme can be updated.

**Action:** *Council to advise re. availability.*

**[AP1810] Council**

- b It was requested that the CERPRC meeting scheduled for 25 July 2017 be removed from the work programme. However, there will be a requirement for a meeting prior to Kay's departure at the end of June and the Council Secretary will organise this.

**Action:** *CERPRC meeting to be arranged by 30 June.*

**[AP1811] T McGill**

#### 4.6 Pasifika Strategy Implementation Update [Pages 17/Ara Council/05/336-338]

- a The launch is confirmed for Tuesday 30 May 2017 from 5pm. Jane confirmed she is attending on behalf of and is representing the Council Chair at the event.
- b Kay advised that the report back is a work in progress and that the Pasifika Advisory Committee would like to meet with Council twice this year. The lead indicators for outcomes achieved and how success will be measured is being completed.
- c Kay also mentioned that Otago Polytechnic had their Maori Annual Report go to the Marae, so presented back to the Community. It would be worth considering this option for Ara.
- d It was confirmed that progress with these relationships forms part of Te Marino's role this year and he has been working closely and moving forward with the community at a pace agreeable to them. He has arranged for student inductions in the South Canterbury campuses and is also linking with Otago Polytechnic. An area of focus is also engagement with Ara Whenua. It was requested that Te Marino provide an update on progress at the July Council meeting.

**Action:** *Te Marino to provide update on community relationships.*

**[AP1812] TM Lenihan**

## 5 GENERAL BUSINESS

There were no items recorded for general business.

*11.45am Public Meeting Close.*

## 6 Public Excluded

*11.50am*

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

J Cartwright

Carried

*It was further **resolved** that Darren Mitchell remain for relevant sections of the Public Excluded meeting, and that Management remain for the HoD video showcase presentations and lunch from 12.30 to 2.00pm.*

J Cartwright

Carried

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

### 6) STRATEGIC TOPIC

6.1 Teaching and Learning – Video Showcase and HoDs presentations

[s9(2) (f), (i), (j)]

7) MEETING BUSINESS		
7.1	Confirmation of Public Excluded Minutes	[s9(2) (f), (i), (j)]
	a    Minutes of Meeting – Public Excluded – 28 March 2017	
	b    Business Arising out of the Public Excluded Council Minutes	
7.2	Correspondence	[s9(2) (f), (i), (j)]
8) FOR DECISION		
8.1	CE Appointment (Council only session)	[s9(2) (f), (i), (j)]
8.2	Degree in Osteopathy	[s9(2) (f), (i), (j)]
9) FOR DISCUSSION		
Monthly Reports		
9.1	Chief Executive Report – Public Excluded	[s9(2) (i), (j)]
9.2	Health Precinct	[s9(2) (i), (j)]
10) FOR INFORMATION		
Monthly Reports		
10.1	Council Audit and Risk Committee – Public Excluded	[s9(2) (i), (j)]
10.2	Council Campus Redevelopment Committee – Public Excluded	[s9(2) (i), (j)]
	(a) Meeting Minutes	
	(b) Programme Dashboard	
	(c) Health and Safety Report	
10.3	Strategic Plan 2017-2019: May Report	[s9(2) (i), (j)]
11) GENERAL BUSINESS		[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.

The meeting concluded at 2.40pm.

READ AND CONFIRMED

Chair: .....

30 May 2017

# Ara Council Minutes

## Action List as of 30 May 2017

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1652	25.10.16	2.1c	CE Report - Financials	Prepare 2017 Reforecast for presentation at the June Council meeting.	D Mitchell	In progress	27 June 17
				Preparation of a 10 Year Financial model for Council endorsement. Model includes 3-5 year Efts profile.	D Mitchell	In progress	29 Aug 17
1784	28.02.17	3.2	Drug and Alcohol Policy	A Staff Drug & Alcohol policy for has been drafted. Legal advice is currently being sought, and Union consultation is required before the policy is presented to Council.	D Mitchell	In progress	31 Oct 17
1794	28.03.17	3.1a (xi)	CE Report - Youth	Prepare a report for Council showing a heatmap representation of the School leaver/Youth market in South Canterbury and their chosen tertiary provider. Include an Ara Eft profile to provide context for Council on Ara Youth Efts and programmes for 2016 & 2017.	D Mitchell	In progress	27 June 17
1795	28.03.17	3.1a (xiv)	CE Report - Financials	Prepare a quarterly summary showing financial results by Department.	D Mitchell	In progress	27 June 17
1796	28.03.17	3.1a (xv)	CE Report - Financials	Prepare a report for Council showing the regional view of financial performance and resource indicators.	D Mitchell	In progress	27 June 17
1808	30.05.17	2.1(b)	Internationalisation Charter	Further wordsmithing to emphasise and ensure all course content is at the boundary of international knowledge, and aligned to the international marketplace.	P Agnew	In progress	27 June 17
1809	30.05.17	2.1(c)	Internationalisation Charter	Umbrella aspects of the Charter to think about going forwards, e.g. for tutors. It was agreed to refresh the online induction	D Mitchell	In progress	26 Sept 17

				programme for all staff to access.			
1810	30.05.17	4.5a	Council Work Programme 2017	Council were asked to advise the Council Secretary of their availability from June to December 2017.	All Council	In progress	27 June 17
1811	30.05.17	4.5b	Council Work Programme 2017	CERPRC meeting to be scheduled prior to 30 June 2017	T McGill	Completed	27 June 17
1812	30.05.17	4.6d	Pasifika Strategy Implementation Update – Kaiārahi report.	It was requested that Te Marino provide an update on progress with community relationships.	T M Lenihan	In progress	25 July 17

DRAFT

# Ara Council Special Meeting Minute

## 31 May 2017

Minutes of a Special Meeting of the Ara Council on 31 May 2017 conducted by email and concluding on 15 June 2017.

### 1 Respondees

#### 1.1 Positive Responses were received from:

Janie Annear, Jeremy Boys, Jane Cartwright, Stephen Collins, Elizabeth Hopkins, John Hunter, Melanie Taite-Pitama.

#### 1.2 Negative Responses were received from:

Nil.

### 2 Business

#### 2.1 30 May Ara Council Meeting - Circular Resolution

Public resolutions (to be ratified at the June 2017 Ara Council meeting) regarding the special meeting minutes of the Ara Council on 31 May 2017.

**From:** GovernanceandStrategy  
**Sent:** Thursday, June 15, 2017 10:34 AM  
**To:** Elizabeth Hopkins <elizabeth\_birchcroft@hotmail.com>; Jane Cartwright <Jane.cartwright@ccn.health.nz>; Janie Annear <janie.annear@xtra.co.nz>; Jeremy Boys <jeremy.boys@xtra.co.nz>; John Hunter <ngairey@xtra.co.nz>; Melanie Taite-Pitama <tokaboy1@gmail.com>; Stephen Collins <stephen@collins.net.nz>  
**Cc:** Tracey McGill <Tracey.McGill@ara.ac.nz>; Christina Yeates <Christina.Yeates@ara.ac.nz>; Therese Arseneau <therese.arseneau@canterbury.ac.nz>  
**Subject:** re: Ara Council Meeting - 30 May - Circular Resolution

Dear All

Thank you for all your responses. I have now received all 7 votes in favour of the recommendations as detailed in the correspondence below.

As such all 10 resolutions from 30 May Ara Council meeting are approved, and noting the amendment to the resolution #2 Internationalisation Charter.

Kind regards

Christina

On 1/06/2017, at 11:33 AM, GovernanceandStrategy <[GovernanceandStrategy@ara.ac.nz](mailto:GovernanceandStrategy@ara.ac.nz)> wrote:

Thank you John. The resolution for Agenda Item 2.1 Internationalisation Charter now becomes the following:

## 2) Agenda Item 2.1 Internationalisation Charter

*It was **resolved** that Council adopt the Internationalisation Charter for Ara subject to review of the wording to increase emphasis on ensuring all course content is at the boundary of international knowledge and aligned to the international market place (as opposed to appearing to focus on just cross cultural aspects).*

Kind regards

Christina

**From:** John Hunter [<mailto:ngairey@xtra.co.nz>]

**Sent:** Wednesday, May 31, 2017 5:27 PM

**To:** GovernanceandStrategy <[GovernanceandStrategy@ara.ac.nz](mailto:GovernanceandStrategy@ara.ac.nz)>; Elizabeth Hopkins <[elizabeth\\_birchcroft@hotmail.com](mailto:elizabeth_birchcroft@hotmail.com)>; Jane Cartwright <[Jane.cartwright@ccn.health.nz](mailto:Jane.cartwright@ccn.health.nz)>; Janie Annear <[janie.annear@xtra.co.nz](mailto:janie.annear@xtra.co.nz)>; Jeremy Boys <[jeremy.boys@xtra.co.nz](mailto:jeremy.boys@xtra.co.nz)>; Melanie Taite-Pitama <[tokaboy1@gmail.com](mailto:tokaboy1@gmail.com)>; Stephen Collins <[stephen@collins.net.nz](mailto:stephen@collins.net.nz)>; Therese Arseneau <[therese.arseneau@canterbury.ac.nz](mailto:therese.arseneau@canterbury.ac.nz)>

**Cc:** Tracey McGill <[Tracey.McGill@ara.ac.nz](mailto:Tracey.McGill@ara.ac.nz)>

**Subject:** Re: Ara Council Meeting - 30 May - Circular Resolution

Hi all

I am happy with all resolutions with the exception of the Internalisation Charter where the document was to review and increase emphasis on ensuring all course content is at the boundary of international knowledge and aligned to the international market place (as opposed to appearing to focus on just cross cultural aspects).

Regards

John

Sent from my Samsung device

----- Original message -----

**From:** GovernanceandStrategy <[GovernanceandStrategy@ara.ac.nz](mailto:GovernanceandStrategy@ara.ac.nz)>

**Date:** 31/05/17 3:52 PM (GMT+12:00)

**To:** Elizabeth Hopkins <[elizabeth\\_birchcroft@hotmail.com](mailto:elizabeth_birchcroft@hotmail.com)>, Jane Cartwright <[Jane.cartwright@ccn.health.nz](mailto:Jane.cartwright@ccn.health.nz)>, Janie Annear <[janie.annear@xtra.co.nz](mailto:janie.annear@xtra.co.nz)>, Jeremy Boys <[jeremy.boys@xtra.co.nz](mailto:jeremy.boys@xtra.co.nz)>, John Hunter <[ngairey@xtra.co.nz](mailto:ngairey@xtra.co.nz)>, Melanie Taite-Pitama <[tokaboy1@gmail.com](mailto:tokaboy1@gmail.com)>, Stephen Collins <[stephen@collins.net.nz](mailto:stephen@collins.net.nz)>, Therese Arseneau <[therese.arseneau@canterbury.ac.nz](mailto:therese.arseneau@canterbury.ac.nz)>

**Cc:** Tracey McGill <[Tracey.McGill@ara.ac.nz](mailto:Tracey.McGill@ara.ac.nz)>

**Subject:** Ara Council Meeting - 30 May - Circular Resolution

Dear All

Further to the Ara Council meeting yesterday (30 May 2017) and as Council were not in quorate, it was agreed to send a list of resolutions that could be approved by flying minute. As you all have the meeting papers hopefully, this will be straightforward. The recommendations are as follows:

### **Public Resolutions:**

#### **1) Agenda Item 1.4**

##### **a) Draft Council Minutes Public 28 March 2017**

*It was **resolved** that the minutes of the ordinary meeting of the Ara Council held on 28 March 2017 (not being a*

*meeting or part of a meeting from which the public was excluded) be confirmed as a correct record of proceedings and be signed by the Chair accordingly.*

**b) Special Meeting Minute Public 15 May 2017**

*It was **resolved** that the minutes of the special meeting of the Ara Council held via email on 15 May 2017 be confirmed as a correct record of proceedings and be signed by the Chair accordingly.*

**2) Agenda Item 2.1 Internationalisation Charter**

*It was **resolved** that Council adopt the Internationalisation Charter for Ara subject to further clarification around the word Internationalisation, and to include cross cultural delivery.*

**3) Agenda Item 3.1 Chief Executive Report**

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

**4) Agenda Item 4.3a Academic Board Report**

*It was **resolved** that the Academic Board report and its contents be received and noted.*

**5) Agenda Item 4.4 Affixing of the Common Seal Report**

*It was **resolved** that Council receive and note the contents of the Common Seal report provided.*

**6) Agenda Item 4.6 Pasifika Strategy Implementation Update**

*It was **resolved** that Council receive and note the Pasifika Strategy Implementation update provided.*

**PLEASE INDICATE YOUR APPROVAL OF EACH RECOMMENDATION BY RETURN EMAIL.**

If you have any specific queries, best to send to Jane/Jeremy or John who can advise further. We can then record the email approval process via this flying minute at the June Council meeting.

Many thanks

Kind regards

Christina



**Christina Yeates**  
Senior Administrator - Governance and Strategy  
P: +64 3 940 8379 | M: +64 21 287 8379  
City Campus  
Madras Street, Christchurch  
New Zealand  
[ara.ac.nz](http://ara.ac.nz)

*It was **resolved** that Ara Council approve the public meeting Resolutions 1 to 6 as recorded.*

J Annear

Carried

READ AND CONFIRMED

**Chair:** .....

27 June 2017

<b>Ara Council 27 June 2017</b>	<b>Agenda Item</b>	<b>2.1</b>
		<b>Decision item</b>
<b>PUBLIC</b>	<b>Presented by</b>	Tracey McGill

<b>ARA COUNCIL REPORT SUMMARY</b>	
<b>TITLE OF REPORT</b>	<b>Media Report for Council</b>
<b>BACKGROUND AND PURPOSE</b>	<p>The current media report in the Council papers is provided to Ara by an external media agency at a cost of \$16,000 per annum. The cost is expected to increase further to take into account copyright issues on the ownership of the headlines.</p> <p>After investigating, we are able to provide a report to Council at <b>no</b> cost.</p> <p>An example of this new report is attached as well as the existing media report for June.</p>
<b>RECOMMENDATION(S)</b>	That Council review the attached two media reports and confirm their preference for Council papers.
<b>LINK TO ARA STRATEGY</b>	Council awareness of Ara in the media.
<b>KEY ISSUES IDENTIFIED</b>	<ol style="list-style-type: none"> <li>1. Increasing cost.</li> <li>2. Determining the value of current media report to Council.</li> </ol>
<b>FINANCIAL IMPLICATIONS FOR ARA</b>	As detailed above.
<b>RISK IMPLICATIONS FOR ARA</b>	Nil

## EXAMPLE - Media report June 2017

### 2 June

Another Ara Auckland Airport's job and skills trust, Ara, will be [formally launched today](#)

Tourism Ara (the Christchurch one) has a [new tourism and hospitality management degree](#)

### 6 June

Ara Timaru Ara seems to have [satisfied most of its South Canterbury stakeholders after a recent meeting](#), but still has work to do.

### 12 June

Nursing Change Ara will [start teaching nursing in Timaru directly from 2018](#) – provision to date has been under Otago Poly's direction, under a previous deal with Aoraki Polytechnic ([Stuff](#)). Existing students will get their qualification through Otago Polytechnic, in a collaborative approach.

### 13 June

PM's Scholarships Paul Goldsmith announced the [latest PM's Scholarships to Asia](#), going to 202 university and ITP students ([list of recipients](#)). Ara Institute of Canterbury - Japanese Language Study 10 candidates to undertake a 6-week Japanese Language Study to University of Miyazaki, Japan. Students will undertake an intensive immersive language experience.

### 14 June

Student Wellbeing Paul Goldsmith [launched the International Student Wellbeing Strategy](#) at Ara yesterday ([12-page Strategy](#)). Calling it a Strategy is overly generous – there are some goals on p.7, and a few actions on p.10, balanced out by case studies and white space. Goldsmith said a draft International Education Strategy would be out for consultation this month.

Primary Cuts Ara has [cut five L2-3 primary industry programmes in Timaru and six staff roles](#), and seems unlikely to release the Washdyke Farm there ([Stuff](#)). They are seeing growth in a Diploma in Agribusiness Management.

Get on Your Bike Ara is [joining a bike share scheme in Christchurch](#).

**MEDIA COVERAGE MAY 2017**

Date	URL	Source	Reporting
31-May-2017 12:57PM	<a href="http://www.educationreview.co.nz/magazine/may-2017/forging-better-connections-between-secondary-schools-and-higher-education/">http://www.educationreview.co.nz/magazine/may-2017/forging-better-connections-between-secondary-schools-and-higher-education/</a>	New Zealand Education Review	
30-May-2017 04:18AM	<a href="http://www.stuff.co.nz/timaru-herald/news/93124673/ara-criticised-over-concerns-about-declining-staff-and-student-numbers">http://www.stuff.co.nz/timaru-herald/news/93124673/ara-criticised-over-concerns-about-declining-staff-and-student-numbers</a>	The Timaru Herald	MEGAN SUTHERLAND
29-May-2017 06:57AM	<a href="http://www.stuff.co.nz/timaru-herald/news/93022388/ara-enrolments-lower-than-targets-in-some-south-canterbury-courses">http://www.stuff.co.nz/timaru-herald/news/93022388/ara-enrolments-lower-than-targets-in-some-south-canterbury-courses</a>	The Timaru Herald	KOREN ALLPRESS
28-May-2017 06:39AM	<a href="http://www.stuff.co.nz/timaru-herald/news/93003939/changes-indicated-as-ara-releases-investment-plan">http://www.stuff.co.nz/timaru-herald/news/93003939/changes-indicated-as-ara-releases-investment-plan</a>	Stuff.co.nz	KOREN ALLPRESS
28-May-2017 01:59AM	<a href="http://www.stuff.co.nz/timaru-herald/news/93062702/Deep-concerns-over-Ara-Institute-of-Canterburys-operations-in-South-Canterbury">http://www.stuff.co.nz/timaru-herald/news/93062702/Deep-concerns-over-Ara-Institute-of-Canterburys-operations-in-South-Canterbury</a>	The Timaru Herald	DAISY HUDSON
27-May-2017 04:17PM	<a href="http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=cce24ba9-a12a-4833-ba8c-a0bdfc987fcc&amp;viewmode=2">http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=cce24ba9-a12a-4833-ba8c-a0bdfc987fcc&amp;viewmode=2</a>	Fairfax Media Digital Edition	CHARLES ANDERSON
26-May-2017 02:23PM	<a href="http://www.stuff.co.nz/national/education/93024372/nelson-marlborough-institute-of-technology-chief-tony-gray-resigns">http://www.stuff.co.nz/national/education/93024372/nelson-marlborough-institute-of-technology-chief-tony-gray-resigns</a>	Stuff.co.nz - National	
26-May-2017 02:17PM	<a href="http://www.voxy.co.nz/business/5/283783">http://www.voxy.co.nz/business/5/283783</a>	Voxy.co.nz	Fuseworks Media
26-May-2017 12:33AM	<a href="http://www.stuff.co.nz/national/education/92966599/big-successes-for-ara-institute-of-canterbury--except-with-its-maori-and-pasifika-students">http://www.stuff.co.nz/national/education/92966599/big-successes-for-ara-institute-of-canterbury--except-with-its-maori-and-pasifika-students</a>	The Timaru Herald	ADELE REDMOND
27-May-2017 04:56AM	<a href="http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=60031874-29e9-4cfe-b23e-6a345fcd82b2&amp;viewmode=2">http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=60031874-29e9-4cfe-b23e-6a345fcd82b2&amp;viewmode=2</a>	Fairfax Media Digital Edition	
26-May-2017 08:34PM	<a href="http://livenews.co.nz/2017/05/26/new-zealand-education-chief-executive-nmit-resigns/">http://livenews.co.nz/2017/05/26/new-zealand-education-chief-executive-nmit-resigns/</a>	LiveNews.co.nz	LiveNews Publisher
22-May-2017 07:35PM	<a href="http://www.stuff.co.nz/video/92830133/South-Canterbury-Careers-Expo-missing-key-players-careers-advisor-says">http://www.stuff.co.nz/video/92830133/South-Canterbury-Careers-Expo-missing-key-players-careers-advisor-says</a>	Stuff.co.nz	KOREN ALLPRESS
22-May-2017 01:03PM	<a href="http://business.scoop.co.nz/2017/05/22/a-challenge-we-can-all-meet-eco-solutions-at-ara/">http://business.scoop.co.nz/2017/05/22/a-challenge-we-can-all-meet-eco-solutions-at-ara/</a>	Business Scoop	
23-May-2017 02:56AM	<a href="http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=e1c119c4-b1ed-480d-a3d0-3f1bd21532ae&amp;viewmode=2">http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=e1c119c4-b1ed-480d-a3d0-3f1bd21532ae&amp;viewmode=2</a>	Fairfax Media Digital Edition	
21-May-2017 05:01AM	<a href="http://www.stuff.co.nz/timaru-herald/news/92812333/timaru-student-takes-top-prize-at-culinary-competition">http://www.stuff.co.nz/timaru-herald/news/92812333/timaru-student-takes-top-prize-at-culinary-competition</a>	The Timaru Herald	RYAN DUNLOP
22-May-2017 10:20PM	<a href="http://www.stuff.co.nz/timaru-herald/92595068/south-canterbury-bat-protection-programme-gets-creative">http://www.stuff.co.nz/timaru-herald/92595068/south-canterbury-bat-protection-programme-gets-creative</a>	The Timaru Herald	LEWIS TAYLOR
19-May-2017 02:37AM	<a href="http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=285168fa-bedf-4584-97ad-d1bd56ab84fb&amp;viewmode=2">http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=285168fa-bedf-4584-97ad-d1bd56ab84fb&amp;viewmode=2</a>	Fairfax Media Digital Edition	
22-May-2017 02:31AM	<a href="http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=d4e19f82-c605-42a8-8ada-a10a26b78620&amp;viewmode=2">http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=d4e19f82-c605-42a8-8ada-a10a26b78620&amp;viewmode=2</a>	Fairfax Media Digital Edition	
20-May-2017 03:15AM	<a href="http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=0e28ba0e-4e6b-4fe0-a0fc-d3dd774bb21b&amp;viewmode=2">http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=0e28ba0e-4e6b-4fe0-a0fc-d3dd774bb21b&amp;viewmode=2</a>	Fairfax Media Digital Edition	
19-May-2017 04:51AM	<a href="http://www.stuff.co.nz/timaru-herald/news/92731765/culinary-students-converge-on-timaru-for-competition">http://www.stuff.co.nz/timaru-herald/news/92731765/culinary-students-converge-on-timaru-for-competition</a>	The Timaru Herald	KOREN ALLPRESS
19-May-2017 02:37AM	<a href="http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=98102795-f474-4d7d-aea9-a486b442e258&amp;viewmode=2">http://fairfaxmedia.newspaperdirect.com/epaper/showarticle.aspx?article=98102795-f474-4d7d-aea9-a486b442e258&amp;viewmode=2</a>	Fairfax Media Digital Edition	
17-May-2017 03:29PM	<a href="http://auckland.scoop.co.nz/2017/05/heat-is-on-cooking-students-at-salon-culinaire/">http://auckland.scoop.co.nz/2017/05/heat-is-on-cooking-students-at-salon-culinaire/</a>	Auckland Scoop	
18-May-2017 02:38PM	<a href="http://www.scoop.co.nz/stories/ED1705/S00082/campaign-to-protect-public-tertiary-education.htm">http://www.scoop.co.nz/stories/ED1705/S00082/campaign-to-protect-public-tertiary-education.htm</a>	Scoop	
18-May-2017 12:06PM	<a href="http://www.scoop.co.nz/stories/ED1705/S00078/careers-expo-for-south-canterbury.htm">http://www.scoop.co.nz/stories/ED1705/S00078/careers-expo-for-south-canterbury.htm</a>	Scoop	
18-May-2017 09:18AM	<a href="http://www.mana.co.nz/news/learn-te-reo-maori-anywhere-in-aotearoa.html">http://www.mana.co.nz/news/learn-te-reo-maori-anywhere-in-aotearoa.html</a>	Mana Magazine	
<b>International</b>			
14-Jun-2017 07:31AM	<a href="http://automotive.einnews.com/article/386631912/live">http://automotive.einnews.com/article/386631912/live</a>	Automotive Industry Today - EIN News	
01-Jun-2017 11:48AM	<a href="https://travelwirenews.com/authenticity-is-the-key-to-nz-tourism-success-121569/">https://travelwirenews.com/authenticity-is-the-key-to-nz-tourism-success-121569/</a>	TravelWireNews	George Taylor, editor in chief

<b>Ara Council 27 June 2017</b>	<b>Agenda Item</b> <b>3.1</b>		
	<b>Decision Item</b>	Discussion Item	Information Item
<b>PUBLIC</b>	<b>Presented by</b> Kay Giles		

<b>ARA COUNCIL REPORT SUMMARY</b>	
<b>TITLE OF REPORT</b>	<b>Chief Executive's Report</b>
<b>BACKGROUND AND PURPOSE</b>	<ol style="list-style-type: none"> <li>1 CE activities</li> <li>2 Performance Report</li> <li>3 Visit by Associate Minister for Tertiary Education, Skills and Employment and Rangitata National Party Candidate</li> <li>4 Visit by Minister for Tertiary Education, Skills and Employment</li> </ol>
<b>RECOMMENDATION(S)</b>	<ol style="list-style-type: none"> <li>1 That the schedule of CE activities be noted.</li> <li>2 That the performance report be noted.</li> <li>3 That the information be noted.</li> <li>4 That the information be noted.</li> </ol>
<b>LINK TO ARA STRATEGY</b>	-
<b>KEY ISSUES IDENTIFIED</b>	-
<b>FINANCIAL IMPLICATIONS FOR ARA</b>	-
<b>RISK IMPLICATIONS FOR ARA</b>	-
<b>RATIONALE FOR EXCLUDING PUBLIC</b>	NA

# Chief Executive's Report

## 1 Meetings/Events Attended

31 May	Met, along with Director Corporate Services and Director Education and Applied Research, TEC Investment Managers and Investment Advisor
31 May	Attended Engineering e2e Steering Group meeting in Wellington
1 June	Timaru – Hosted visit to Timaru campus by Associate Minister for Tertiary Education, Skills and Employment and Rangitata National Party candidate
2 June	Timaru – met with Timaru stakeholders at Aoraki Development
6 June	Met with Vice-Chancellor and International Director, Appalachian State University, North Carolina, USA
7 June	Attended, via teleconference, ITP Advisory Group meeting
8 June	Attended, along with Director Corporate Services and People and Development Manager, TIASA liaison/engagement meeting
8 June	Met with TANZ Executive Director
8 June	Attended, along with Director Corporate Services and People and Development Manager, TEU liaison/engagement meeting
8 June	Attended Canterbury International Education Leadership Accord
9 June	Met with Taratahi Agricultural Training Centre Chief Executive
9 June	Met with Health Precinct Advisory Council Executive Director
12 June	Attended OEDT Board of Trustees meeting and AGM
13 June	Hosted visit by the Minister for Tertiary Education, Skills and Employment and Ara hosted Minister's launch of the International Student Wellbeing Strategy
13 June	Attended Minister for Tertiary Education, Skills and employment visit to SIGNAL
15 June	Attended Reserve Bank of NZ event
19 June	Full day familiarisation visit by Chief Executive Designate
23 June	Presentation in Wellington to Ministry of Education senior officials and invited guests
26 June	Attended Health Precinct Advisory Council meeting
29 June	Attended luncheon hosted by Chinese Deputy Consulate General and Consul for Education

**Recommendation:** That the schedule of CE activities be noted.

## 2 Performance Report – Overview

### 2.1 Finance

- a For May the expectation was for a year to date deficit of \$2.8m which has occurred.
- b Total Revenue for the month fell short of budget by \$0.6m, contributing to year to date income that is \$1.5m under budget.
- c Government funding overall achieved 93% of budget. Trends in income are as per previous months. SAC Level 3-7 delivery is close to budget and Trades Academy delivery is ahead. Non-EFTS grants are also on budget. Areas of lower delivery are primarily in SAC level 1-2 and Youth Guarantee. Domestic and International Fees remain ahead of budget as a result of scholarships and agent commissions that are currently underspent against budget. Other Teaching Income remains below budget though ahead of the same point last year.
- d Expenses for May were on budget in total, remaining under budget for the year to date by \$1.5m.
- e Overall staffing costs are under budget by \$385k. These savings are largely from lower than anticipated use of casual staff coupled with short-term savings achieved while filling vacancies.
- f Occupancy costs are \$357k under budget, of which \$100k is due to savings in insurance costs. General Operating Expenditure is \$1.14m under budget for the year to date. The main variances are travel, marketing activity, teaching materials and sub-contracted delivery. Depreciation remains over budget as noted in previous reports.
- g There were no unusual movements in the Financial Position or Cash Flows in May.

### 2.2 2017 Student Enrolments

- a Enrolments are being confirmed at an increasing rate leading in to the second half of the year. An additional 181 EFTS were confirmed since the last report, up from 97 EFTS for the April/May report period. As at 15 June 2017, Ara had confirmed 5,782 EFTS out of a full year budget of 8,000 EFTS. At the same time in 2016, 6,187 EFTS had been confirmed.
- b By source of funding, most of the additional enrolments since last month have been in SAC 3+ (120 EFTS), and nearly all have been for Christchurch and online delivery (179 EFTS). By department, the bulk of additional enrolments are in the Departments of Humanities (40 EFTS) and Trades (61 EFTS).

- c Total application numbers for Semester 2 intakes are at a similar level to the same time last year. This is due to a 7.1% (+114 applications) increase in applications by domestic students and a 7.0% (-119 applications) decrease in applications by international students. However, this split is not reflected in the number of Semester 2 applications that have been converted through to enrolments, with both domestic (+2.3%) and international (+34%) ahead of the same time last year. This is a positive indication of increased Semester 2 confirmed EFTS.
- d Compared with the same time last year, there has been a notable increase in Semester 2 applications by domestic students for programmes run by the departments of Computing; Creative Industries; Nursing, Midwifery and Allied Health; and Trades. In addition, the number of international students applying for Semester 2 Humanities programmes, mainly English Language, is also ahead of last year.
- e Overall, most areas continue to have either similar, or fewer, confirmed enrolments than at the same time last year. However, application numbers are indicating that enrolments over the remainder of the year will be ahead of what was achieved in the second half of 2016, which is expected to reduce the gap between 2016 and 2017 enrolments.
- f There is further enrolments information included in the public excluded section of these papers.

### 2.3 Health and Safety

During the month of May there were 27 health and safety events reported. None were notifiable events. Events of note included:

- a A student suffered a fractured hand while punching a wall in anger.
- b A cleaning contractor suffered a cut to their hand from sharps placed in the rubbish in the student accommodation, resulting in five days lost work. Those concerned have been alerted to this danger and reminded of the precautions to take.
- c A tutor suffered a slip and fall resulting in a strain and 10 days lost.
- d A student suffered a minor injury while using a woodworking buzzer. This significant near miss incident was investigated by the Health and Safety Manager. Recommendations to be implemented include formal recording of student competency, close supervision of some groups of students, consistency of training, and safety controls across groups of students.

- e Two excavation incidents occurred on the Woolston Heart space site. One involved the disturbance of an asbestos cement pipe. The other was a minor contact with a power supply cable. All reasonably practicable steps had been taken to prevent these incidents, and the controls which were in place to reduce the impact were effective. Both incidents were investigated and an independent external auditor will review the investigations shortly.

Also during the month, the Health and Safety Management Plan for 2017-18 was approved by Te Kāhui Manukura.

### 3 Visit by the Associate Minister for Tertiary Education, Skills and Employment and the Rangitata National Party Candidate

The Hon Louise Upston and Andrew Falloon made a brief visit to the Timaru Campus on 1 June 2017. They met with the Chief Executive; Director, Business Development; Head of Department of Science and Primary Industries and the Manager, Strategic Projects, South Canterbury. They visited Hospitality, Hairdressing, Beauty Therapy, Computing for Free, Outdoor Education and Trades classes.

### 4 Visit by the Minister for Tertiary Education, Skills and Employment

The Hon Paul Goldsmith visited the Christchurch Campus on 13 June 2017. He met with the Chief Executive; the Director, Corporate Services and CFO; the Director, Education and Applied Research; the Director, Student Services and the Director, Business Development. A tour of the Kahukura was conducted by Project Management Office staff and the Minister spoke with Hawkins staff working on the site.

The Minister then held a function in the Wharekai attended by the Member for Christchurch Central, representatives from various government agencies, from the Christchurch City Council, from training providers and international students where he launched the International Student Wellbeing Strategy.

He then visited SIGNAL in Christchurch with the Dunedin campus joining in via videoconference.

Kay Giles  
**Chief Executive**

## Financial Statements

Statement of Financial Performance  
for the year to 31 May

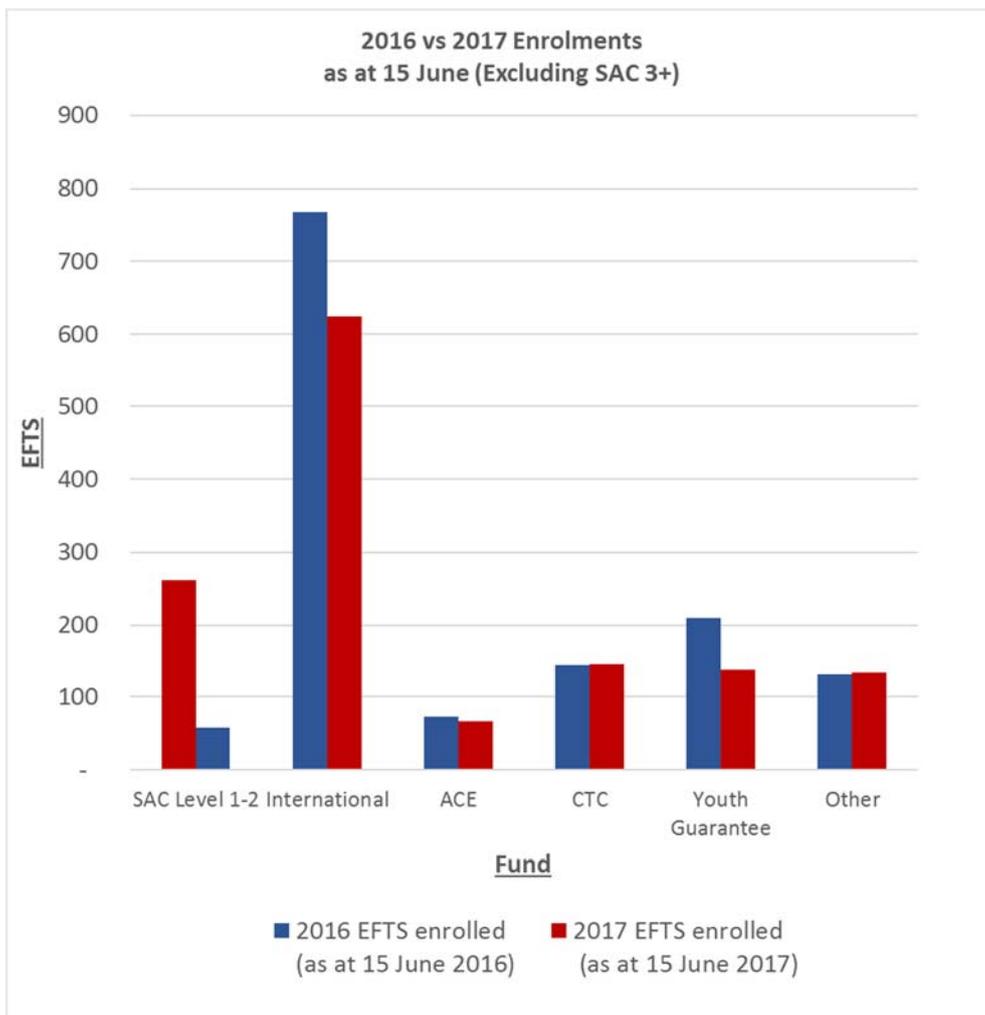
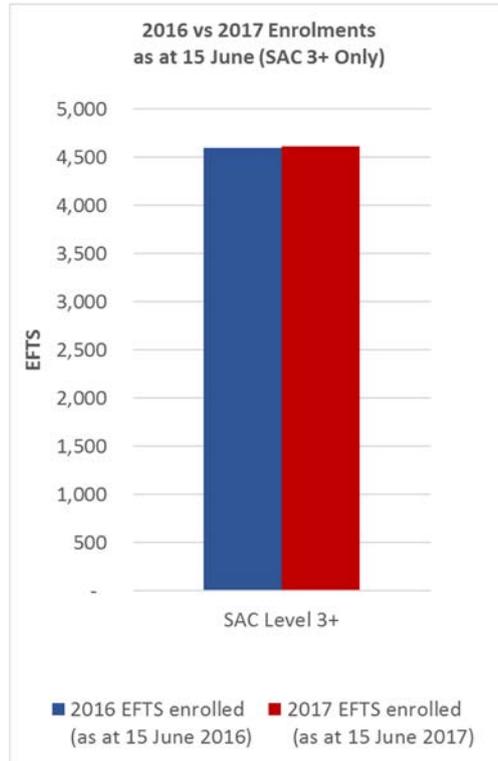
Revenue	Month		2017 Year to date		Full Year	
	Actual	Budget	Actual	Budget	2017 Budget	2016 Actual
<b>Government Funding</b>						
Variable Funding	5,145,042	5,687,086	20,086,260	21,299,913	57,052,742	57,190,983
Youth Guarantee Funding	236,723	397,305	763,534	1,340,091	3,050,000	3,375,808
CTC funding	230,520	221,747	959,830	897,650	2,299,450	2,437,100
Other Non-EFTS grants	305,062	209,030	1,342,079	1,247,336	2,962,519	3,224,225
<b>Total</b>	<b>5,917,348</b>	<b>6,515,168</b>	<b>23,151,703</b>	<b>24,784,990</b>	<b>65,364,711</b>	<b>66,228,116</b>
as % of Total Revenue	54.5%	56.8%	57.0%	59.0%	56.9%	56.4%
<b>Student Tuition Fees</b>						
Domestic	2,535,685	2,739,090	8,827,537	8,825,089	25,453,000	25,103,132
International	1,367,004	1,236,075	4,962,867	4,741,534	14,395,000	14,413,812
<b>Total</b>	<b>3,902,690</b>	<b>3,975,165</b>	<b>13,790,405</b>	<b>13,566,623</b>	<b>39,848,000</b>	<b>39,516,944</b>
as % of Total Revenue	35.9%	34.7%	34.0%	32.3%	34.7%	33.8%
<b>Other Teaching Income</b>	299,261	350,804	768,545	903,415	2,830,000	2,731,101
as % of Total Revenue	2.8%	3.1%	1.9%	2.1%	2.5%	2.8%
<b>Other Income</b>						
Interest	218,815	128,167	840,074	640,835	1,538,000	2,668,032
Other Revenue	518,281	491,741	2,033,961	2,142,808	5,356,000	4,529,205
<b>Total</b>	<b>737,096</b>	<b>619,908</b>	<b>2,874,035</b>	<b>2,783,643</b>	<b>6,894,000</b>	<b>7,197,237</b>
as % of Total Revenue	6.8%	5.4%	7.1%	6.6%	6.0%	7.0%
<b>Total Revenue</b>	<b>10,856,395</b>	<b>11,461,045</b>	<b>40,584,688</b>	<b>42,038,671</b>	<b>114,936,711</b>	<b>115,673,398</b>
<b>Expenses</b>						
<b>Personnel</b>						
Teaching	3,355,787	3,395,794	14,231,385	14,504,997	36,573,000	35,826,971
Non-Teaching	3,325,186	3,188,829	14,641,979	14,753,571	36,083,000	33,772,126
<b>Total</b>	<b>6,680,974</b>	<b>6,584,623</b>	<b>28,873,365</b>	<b>29,258,568</b>	<b>72,656,000</b>	<b>69,599,097</b>
as % of Revenue	61.5%	57.5%	71.1%	69.6%	63.2%	60.9%
<b>Other Costs (except Depreciation)</b>						
Occupancy/Property costs	722,545	732,095	3,431,097	3,787,643	9,623,000	9,105,082
General Operating Expenditure	1,558,924	1,728,549	7,274,089	8,412,141	21,182,000	21,895,387
Total other costs	2,281,469	2,460,644	10,705,186	12,199,784	30,805,000	31,000,469
as % of Revenue	21.0%	21.5%	26.4%	29.0%	26.8%	27.3%
<b>Depreciation</b>						
All Depreciation	759,632	679,917	3,810,571	3,399,585	8,159,000	8,398,780
as % of Revenue	7.0%	5.9%	9.4%	8.1%	7.1%	7.3%
<b>Total Expenses</b>	<b>9,722,074</b>	<b>9,725,184</b>	<b>43,389,122</b>	<b>44,857,937</b>	<b>111,620,000</b>	<b>108,998,346</b>
<b>Surplus/(Deficit) excl Abnormal</b>	<b>1,134,320</b>	<b>1,735,861</b>	<b>(2,804,434)</b>	<b>(2,819,266)</b>	<b>3,316,711</b>	<b>6,675,052</b>
as % of Revenue	10.4%	15.1%	-6.9%	-6.7%	2.9%	5.8%
<b>Abnormal Items</b>						
Insurance Settlement/Payments	-	-	-	-	-	27,182,394
Transformation Costs	-	-	-	-	-	(3,202,265)
Demolition Costs	-	-	-	-	-	-
<b>Total Abnormal Items</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,980,129</b>
<b>Total Surplus/(Deficit)</b>	<b>1,134,320</b>	<b>1,735,861</b>	<b>(2,804,434)</b>	<b>(2,819,266)</b>	<b>3,316,711</b>	<b>30,655,181</b>
as % of Revenue			-6.9%	-6.7%	2.9%	26.5%

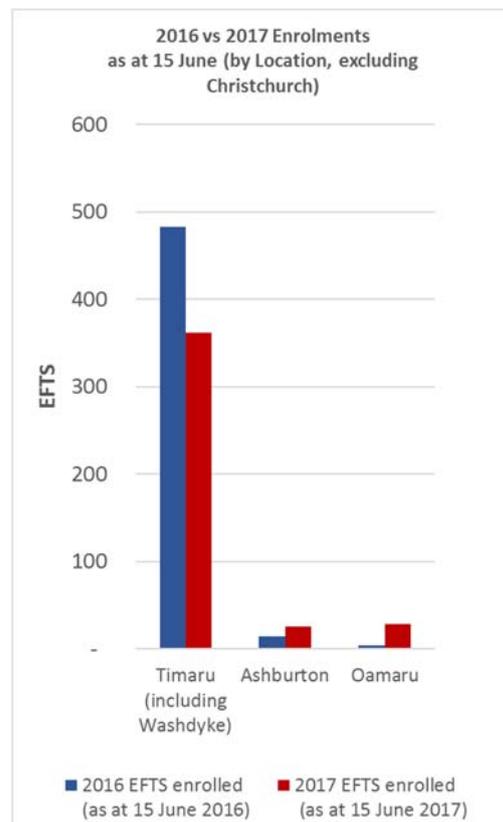
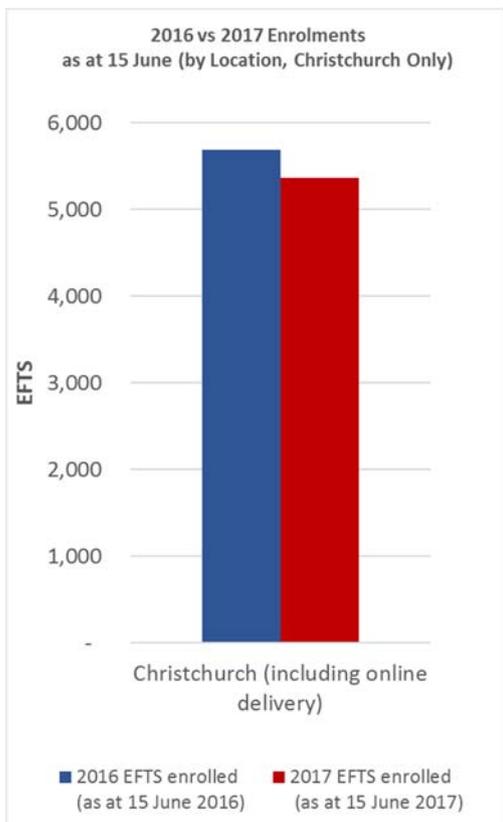
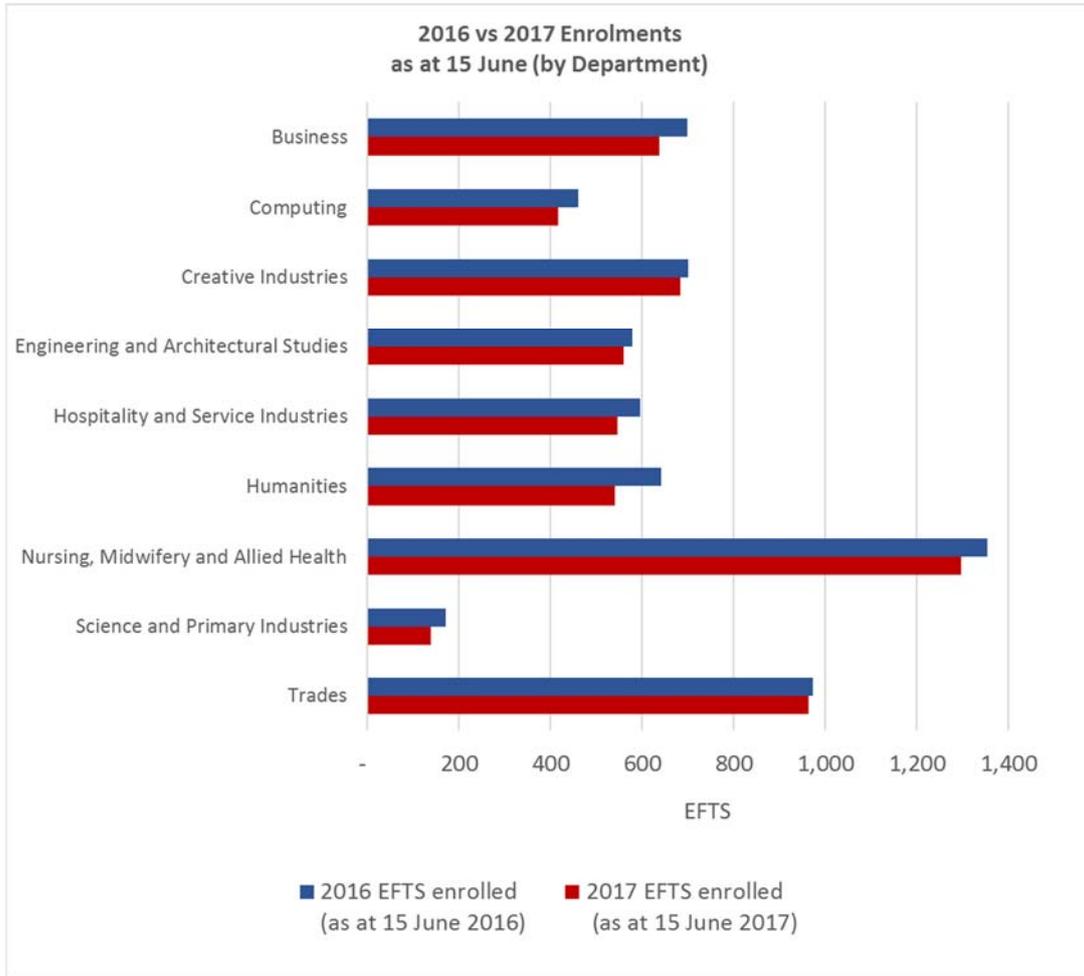
### Statement of Financial Position as at 31 May

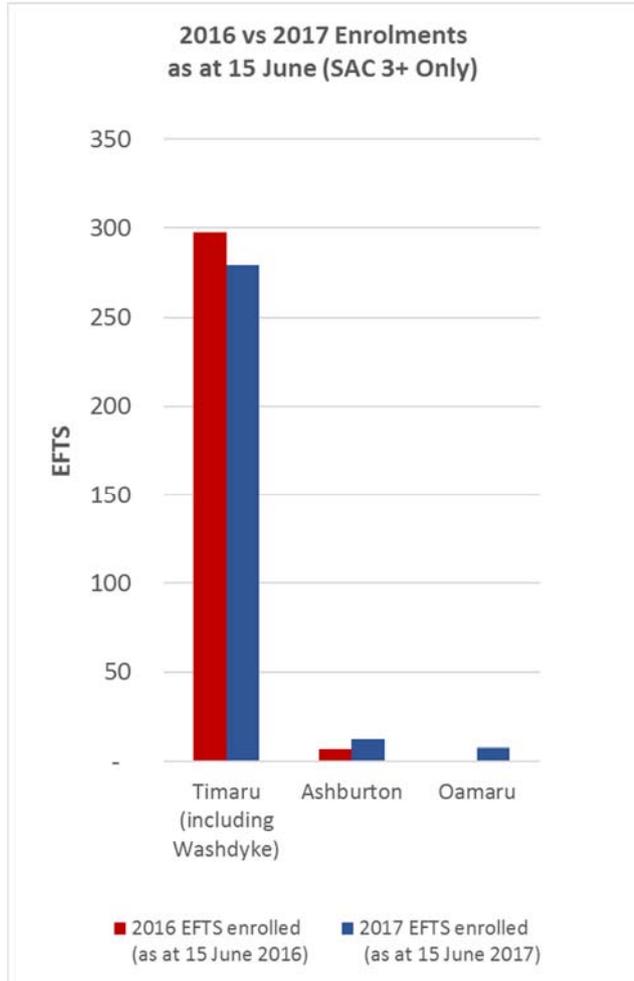
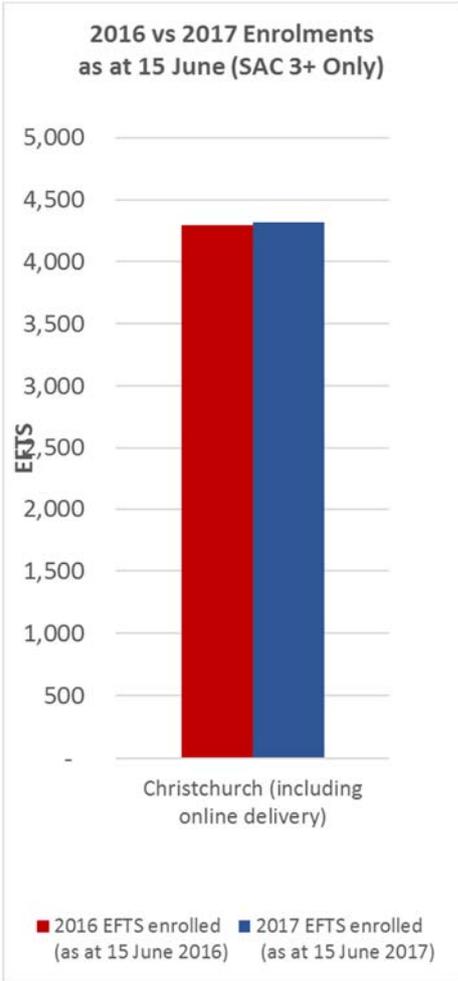
	Actual 31-May-17 \$000	Actual 30-Apr-17 \$000	Change from Last Month \$000	Budget 31-Dec-17 \$000	Actual 31-Dec-16 \$000
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash and Cash Equivalents	21,459	19,495	1,963	4,215	20,574
Loans and Receivables	3,764	3,891	(128)	2,046	30,143
Inventories	1,311	1,253	58	1,109	1,178
Prepayments	1,111	1,259	(148)	834	1,066
Short Term Investments	64,881	67,781	(2,900)	60,000	40,700
<b>Total Current Assets</b>	<b>92,526</b>	<b>93,680</b>	<b>(1,154)</b>	<b>68,204</b>	<b>93,661</b>
<b>Non-Current Assets</b>					
Property Plant and Equipment	277,976	275,876	2,100	276,128	266,676
Intangible Assets	1,768	1,706	63	1,914	1,630
<b>Total Non-Current Assets</b>	<b>279,744</b>	<b>277,582</b>	<b>2,163</b>	<b>278,042</b>	<b>268,306</b>
<b>TOTAL ASSETS</b>	<b>372,270</b>	<b>371,262</b>	<b>1,008</b>	<b>346,246</b>	<b>361,967</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Trade and other payables	4,949	2,785	2,164	5,931	8,627
Finance leases	717	717	-	612	717
Employee Benefit Liabilities	4,847	3,609	1,238	4,872	3,831
Revenue Received in Advance	26,601	30,141	(3,540)	6,499	10,822
<b>Total Current Liabilities</b>	<b>37,115</b>	<b>37,252</b>	<b>(137)</b>	<b>17,914</b>	<b>23,997</b>
<b>Non-Current Liabilities</b>					
Finance leases	666	666	(0)	396	666
Employee Benefit Liabilities	829	829	-	829	829
<b>Total Non-Current Liabilities</b>	<b>1,495</b>	<b>1,495</b>	<b>-</b>	<b>1,225</b>	<b>1,495</b>
<b>TOTAL LIABILITIES</b>	<b>38,610</b>	<b>38,747</b>	<b>(137)</b>	<b>19,139</b>	<b>25,492</b>
<b>NET ASSETS</b>	<b>333,660</b>	<b>332,515</b>	<b>1,145</b>	<b>327,107</b>	<b>336,475</b>
<b>EQUITY</b>					
Retained Earnings	231,699	230,554	1,145	243,874	234,514
Asset Revaluation Reserve	101,961	101,961	(0)	83,233	101,961
<b>TOTAL EQUITY</b>	<b>333,660</b>	<b>332,515</b>	<b>1,145</b>	<b>327,107</b>	<b>336,475</b>

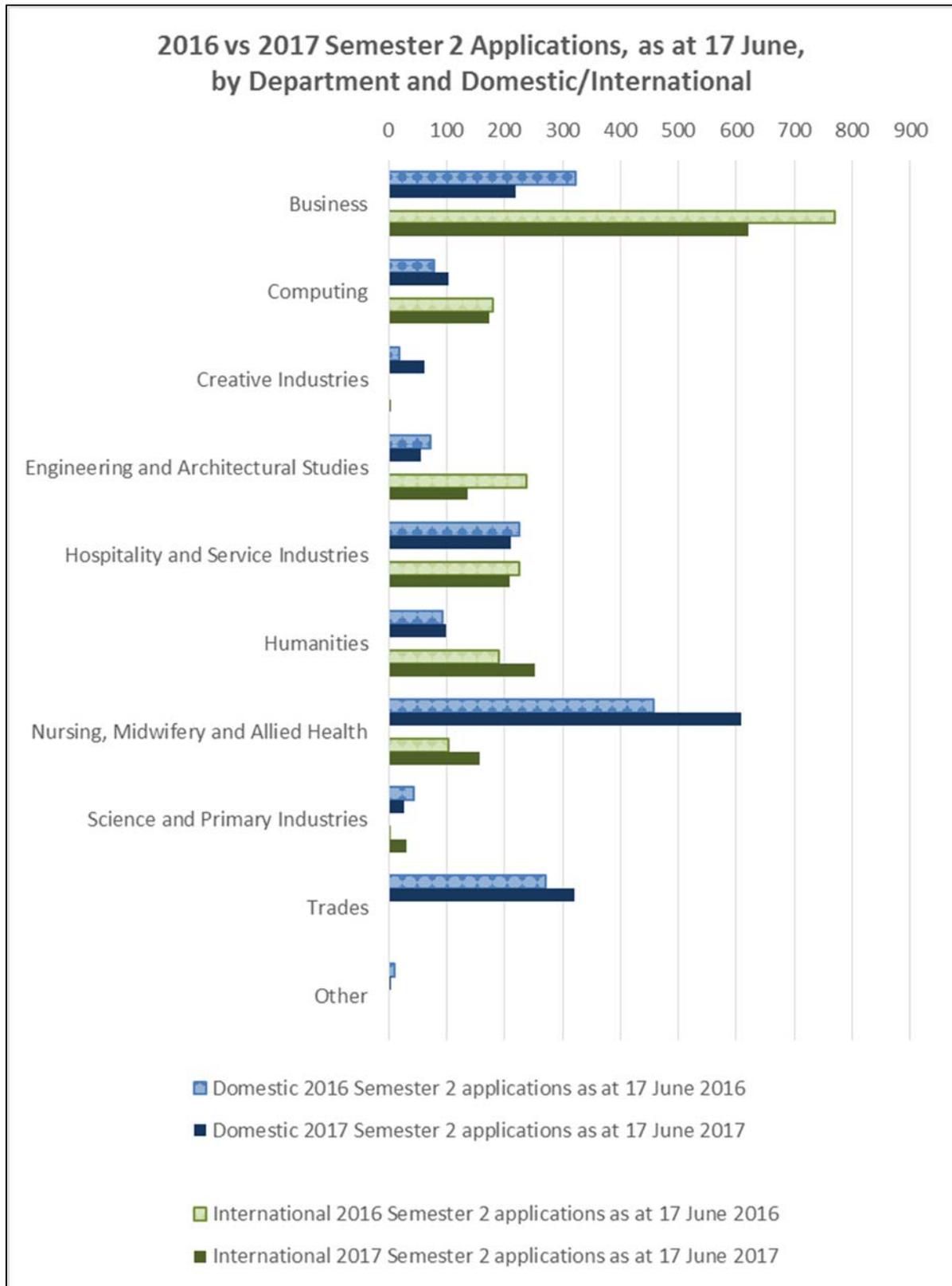
## Enrolments Summary

	2017 EFTS enrolled (as at 15 June 2017)	2016 EFTS enrolled (as at 15 June 2016)	2017 Full Year EFTS Budget	2016 Full Year EFTS Actual
<b>By Funding Source</b>				
SAC Level 1-2	57	262	286	333
SAC Level 3+	4,617	4,600	5,946	5,521
International	624	768	1,009	1,020
ACE	66	72	144	128
CTC	146	145	144	140
Youth Guarantee (including Dual Pathway)	138	209	241	265
Other	135	132	229	229
<b>Total</b>	<b>5,782</b>	<b>6,187</b>	<b>8,000</b>	<b>7,636</b>
<b>By Department</b>				
Business	638	698	1,007	979
Computing	417	460	717	621
Creative Industries	683	701	743	715
Engineering and Architectural Studies	559	578	638	665
Hospitality and Service Industries	546	595	757	719
Humanities	541	641	892	899
Nursing, Midwifery and Allied Health	1,296	1,354	1,610	1,552
Science and Primary Industries	138	171	214	236
Trades	963	973	1,353	1,235
Other	-	15	68	15
<b>Total</b>	<b>5,782</b>	<b>6,187</b>	<b>8,000</b>	<b>7,636</b>
<b>By Location</b>				
Christchurch (including online delivery)	5,366	5,686	7,278	7,029
Timaru (including Washdyke)	362	483	665	574
Ashburton	26	14	35	24
Oamaru	28	4	22	10
<b>Total</b>	<b>5,782</b>	<b>6,187</b>	<b>8,000</b>	<b>7,636</b>









## Health and Safety

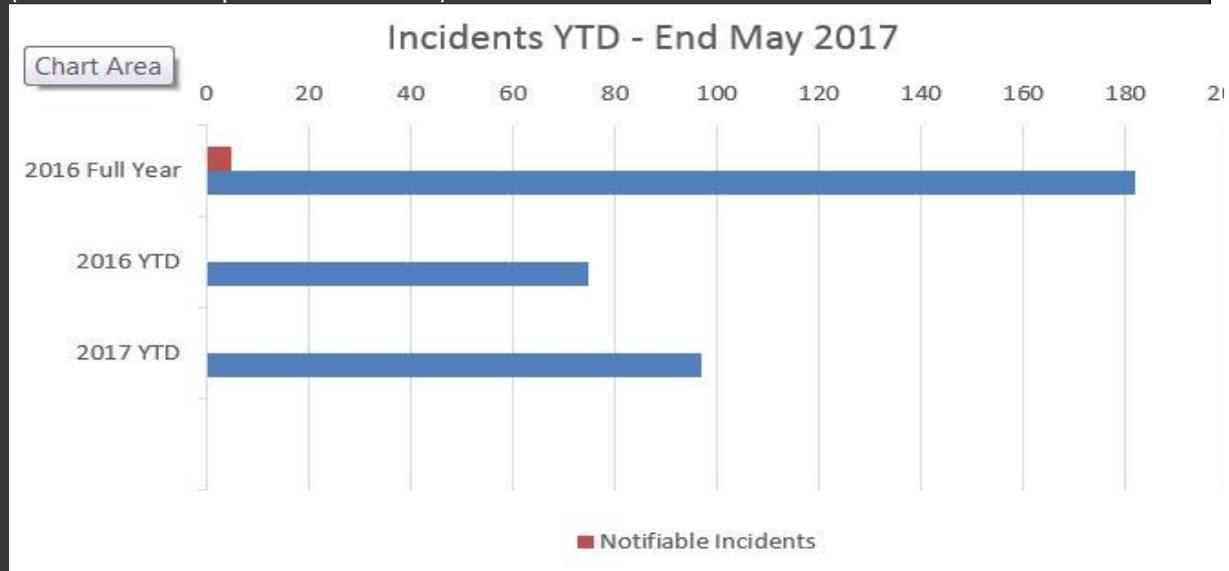
INCIDENT SUMMARY						
Person Type	Notifiable Injury or Illness		Notifiable Incident		All Incidents	
	This month	YTD	This Month	YTD	This Month	YTD
Staff	0	0	0	0	3	32
Students	0	0	0	0	20	62
Contractors	0	0	0	0	1	3
Visitors	0	0	0	0	0	1
Capital Works	0	0	0	0	3	10
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>108</b>

### INCIDENT DETAIL (SINCE LAST REPORT)

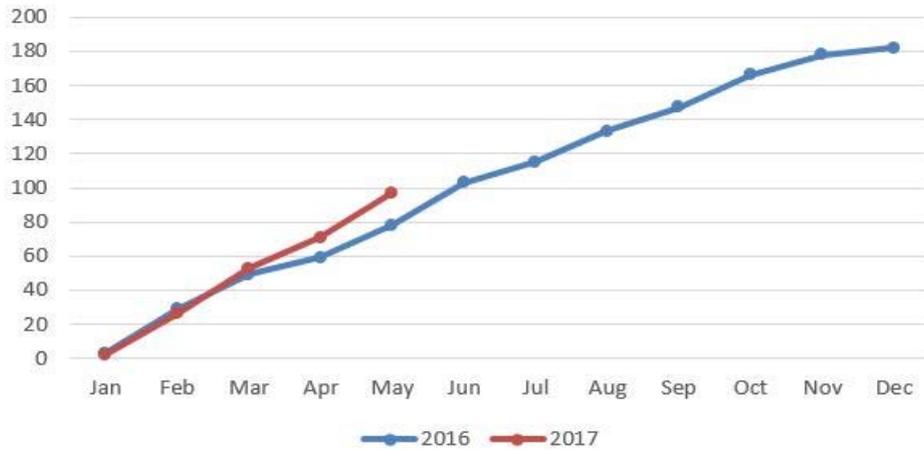
Refer to commentary for detail on incidents

### INCIDENT TRENDS

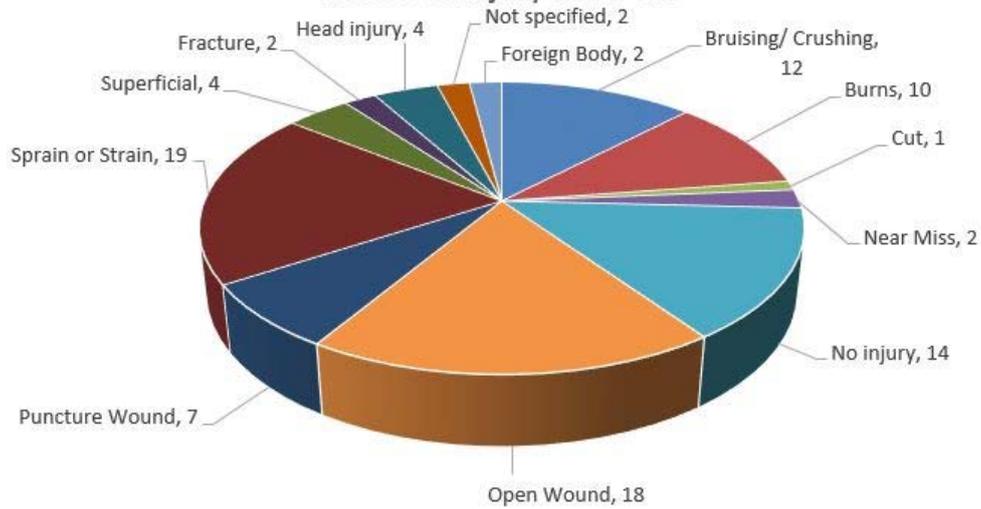
(Data excludes Capital works events)



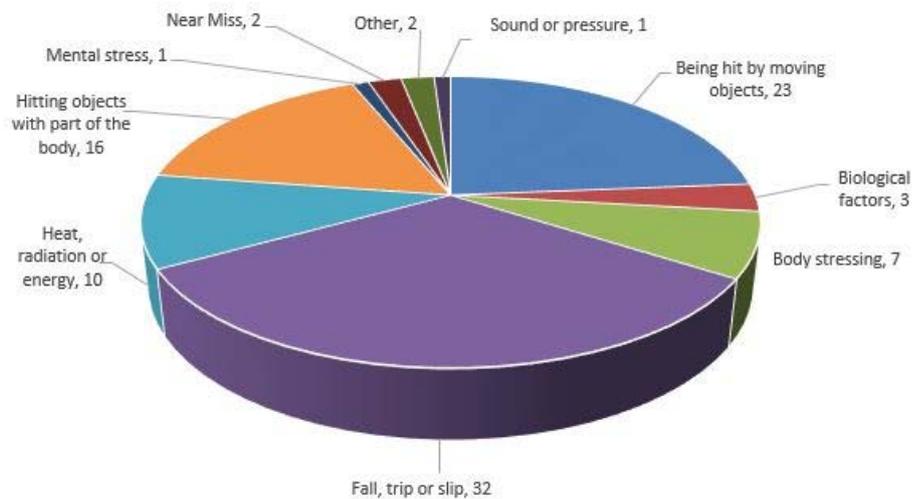
### Cumulative Incidents Reported



### Nature of Injury 2017 YTD



### Incident Causes 2017 YTD



Graphs reflect all 2017 reported incidents

## IMPROVING SYSTEMS AND PROCESSES

Number of audits and inspections (excluding capital works programme)	2	<ul style="list-style-type: none"> <li>• Timaru Engineering Department</li> <li>• Woolston joinery workshop</li> </ul>
Staff participating in Health and Safety Oversight	36	
Number of provisional improvement notices issued	0	
Number of hazard registers past review date	1	NASDA

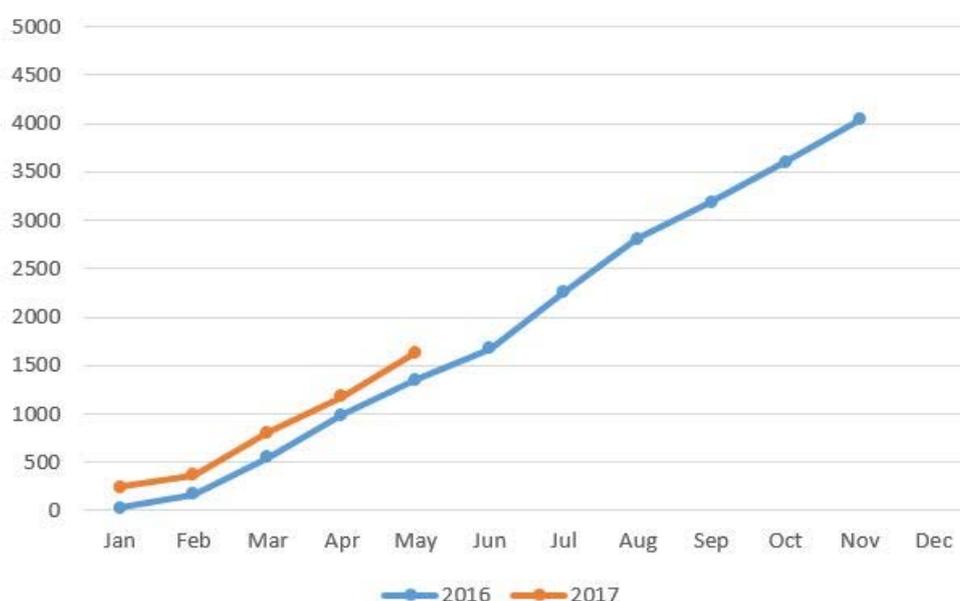
## STUDENT WELFARE

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

## STAFF WELFARE

Lost days due to on-site accidents	May: 15 days	4 individuals
Lost days due to off-site accidents	May: 0 days	
Lost days due to sickness	May: 461 days YTD: 1,635 days	

**Cumulative Sick Leave Taken (days)**



Number of new staff (excluding casual) that completed their health and safety induction process.	11 of 11 full time staff who started in May	100%
Number of staff on a return to work plan	1	Non work injury
<b>Employee Assistance Programme</b>		
New clients	May: 7	YTD: 33
Sessions	May: 13	YTD 84

<b>CAPITAL WORKS PROGRAMME</b>	
Audits Completed	One audit was completed on the Kahukura site
Audit Action Items	Recommendations related to housekeeping issue resulting from the large number of trades within the building at the time

<b>OTHER</b>
<ul style="list-style-type: none"> <li>• Six fire alarm events occurred in May. Three involved the NZ Fire Service. One event was in Timaru caused by a contractor maintenance error. Two events occurred in the student accommodation: one was malicious, and the other involved hairspray affecting a smoke detector.</li> <li>• The residential assistants in the student accommodation were provided with fire safety training related to their role in the newly opened accommodation facilities.</li> <li>• Four contractors were inducted during May. 24 YTD.</li> <li>• Six staff attended first aid training.</li> <li>• One workstation assessment was completed in May. 17 YTD. A number of adjustable workstations have been installed to assist staff with rehabilitation or reduce further injury on the advice of a health professional.</li> <li>• New regulations require employers to have an asbestos management plan. This has been completed and includes a register of known asbestos sites across Ara. The plan and register is available to staff and contractors on our websites.</li> <li>• The Timaru (Southern campuses) Health and Safety Committee met during May.</li> <li>• Fatigue guidelines have been developed and posted on the Infoweb. A driver fatigue information card, similar to the emergency cards used on aircraft, has been placed in each of the Ara fleet cars.</li> </ul>

<b>HEALTH AND SAFETY ACTIONS UNDERWAY</b>			
<b>Action Description</b>	<b>Owner</b>	<b>Due Date</b>	<b>% Complete</b>
Engagement, Participation, and Representation – Complete staff nomination process and training	H&S Manager	April 2017	100
Develop a H&S work plan for 2017/18	H&S Committee	May 2017	100
Develop an asbestos management plan	H&S Manager	May 2017	100
Develop Fatigue guidelines	H&S Manager	May 2017	100
Consideration of new supporting policies – Drug and Alcohol	TKM	June 2017	50
Formalise a means of recognising H&S excellence	H&S Committee	June 2017	30
Revision of the Procurement Policy	PMO & Finance project	July 2017	75
Review staff and student safety and security	FM Manager H&S Manager	July 2017	75

<b>HEALTH AND SAFETY ACTIONS UNDERWAY</b>			
<b>Action Description</b>	<b>Owner</b>	<b>Due Date</b>	<b>% Complete</b>
Develop a new H&S Management system	PMO Manager H&S Manager	July 2017	80
Develop an asbestos management plan	H&S Manager	August 2017	100
Training and Skills Development Plan prepared	P&D Manager H&S Manager	August 2017	50
Placements - Develop processes that address placements and placement location	CS Director EAR Director	October 2017	15
Review incident management procedures, arrange training, test process	H&S Manager	February 2018	30
Review rehabilitation guidelines as it relates to experience rating	H&S Manager P&D Manager	March 2018	25

<b>Ara Council</b> <b>27 June 2017</b>	<b>Agenda Item</b>	<b>4.3a</b>
		Information Item
<b>PUBLIC</b>	<b>Presented by</b>	S McBreen-Kerr

<b>ARA COUNCIL REPORT SUMMARY</b>	
<b>TITLE OF REPORT</b>	<b>Academic Board</b>
<b>BACKGROUND AND PURPOSE</b>	<p>There is no Academic Board report this month as the Board only met on the 15 June 2017. A full report regarding this meeting will be reported at the July Council meeting.</p> <p><i>The Academic Board role is to:</i></p> <ul style="list-style-type: none"> <li>• Advise Council, and recommend where appropriate, on the academic strategic direction and practices of the institution.</li> <li>• Develop, monitor, review and maintain policies on academic matters including research conducted by staff.</li> <li>• Consider proposals for new programmes.</li> <li>• Approve programmes.</li> <li>• Manage sub-committees as required, including: <ul style="list-style-type: none"> <li>• Defining delegations, roles, Terms of Reference (ToR) and membership.</li> <li>• Receiving and acting on reports.</li> <li>• Reviewing performance and effectiveness.</li> </ul> </li> <li>• 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.</li> </ul>
<b>RECOMMENDATION(S)</b>	Nil.
<b>LINK TO ARA STRATEGY</b>	-
<b>KEY ISSUES IDENTIFIED</b>	-
<b>FINANCIAL IMPLICATIONS FOR ARA</b>	-
<b>RISK IMPLICATIONS FOR ARA</b>	-

<b>Ara Council</b> <b>27 June 2017</b>	<b>Agenda Item</b>	<b>4.3b and c</b>
		<b>Information Item</b>
<b>PUBLIC</b>	<b>Presented by</b>	J Hunter

<b>ARA COUNCIL REPORT SUMMARY</b>	
<b>TITLE OF REPORT</b>	<b>Council Sub-Committee Reports</b>
<b>BACKGROUND AND PURPOSE</b>	<ul style="list-style-type: none"> <li>Public record of the formal Ara Sub-Committee Council meetings, held for the Council Campus Redevelopment Committee in May and June 2017.</li> </ul>
<b>RECOMMENDATION(S)</b>	<p>That Council:</p> <ol style="list-style-type: none"> <li>Receive the verbal update of the meeting for the Council Audit and Risk Committee on 15 June 2017.</li> <li>Receive the minutes of the meeting for the Council Campus Redevelopment Committee on 16 May 2017 and note the resolutions contained.</li> <li>Receive the verbal update of the meeting of the Council Campus Redevelopment Committee on 20 June 2017.</li> </ol>
<b>LINK TO ARA STRATEGY</b>	N/A
<b>KEY ISSUES IDENTIFIED</b>	N/A
<b>FINANCIAL IMPLICATIONS FOR ARA</b>	N/A
<b>RISK IMPLICATIONS FOR ARA</b>	N/A

# Ara Council Campus Redevelopment Committee Minutes

**16 May 2017**

Minutes of a meeting of the Ara Council Campus Redevelopment Committee held on Wednesday 16 May at 1.30pm in Room A227, Madras Street Campus.

## **1 Welcome**

John Hunter opened the meeting welcoming the Committee.

## **2 Meeting Business**

### **2.1 Attendance**

#### **a Voting Members**

John Hunter (Chair) (JH), Stephen Collins (SC), Janie Annear (JA) via videoconference, Kay Giles (KG), Darren Mitchell (Director, Corporate Services) (DM)

#### **b Non-Voting Members**

Nil

#### **c In Attendance**

Colin King (Manager, Project Office) (CK), Jeremy Boys (JB), George Tylee (GT), and Lyn Russell (Minute Secretary),

### **2.2 Apologies**

Stephen Collins (SC) for lateness. Tracey McGill (Council Secretary) (TM) 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 19 April 2017**

*It was **resolved** that the Minutes of the Council Campus Redevelopment Committee meeting held on 19 April 2017 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

J Annear / J Hunter

Carried

## 4.2 Business Arising out of the meeting

Nil.

## 5 General Business

### 5.1 Correspondence

TEC letter of 10 April 2017 regarding Transfer of Crown Assets

- i DM advised that MOU was received on 12 May.
- ii Favourable conditions in terms of ability to utilise the proceeds from the disposal of assets inside the five year term.
- iii MOU with our lawyers to check our obligations under the Public Works Act e.g. first right refusal to local Iwi.
- iv Once checked the MOU would be tabled for Council approval.
- v Seven Oaks specifically mentioned in MOU and Ara able to dispose of this land. SC recalled that a legal opinion had already been obtained regarding the disposal of the land. Management to check.
- vi Sale proceeds to be reinvested in the capital structure of the Institute in terms of the initiatives within the Master Plan.

## 6 Public Excluded

[1.45pm]

*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 Meeting of 19 April 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 Regional Master Plan Update                            |                    |
|     | c Health and Safety                                      |                    |
| 6.4 | K Block Project Financial 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 2.30pm.

**READ AND CONFIRMED**

Chair: .....

20 June 2017

DRAFT

# 2017 Council Work Programme

as at 14 June 2017

Month	Topics	Notified Non-availability
January	31 <b>Council Meeting (Timaru)</b>	
	31 Chief Executive Remuneration and Performance Review Committee	
February	16 Graduation (Timaru)	
	21 Council Campus Redevelopment Committee Meeting	
	23 Council Teaching and Learning Workshop	
	28 <b>Council Meeting (ChCh)</b> <ul style="list-style-type: none"> <li>• Conflicts of Interest – signed updated register from each member</li> <li>• Reconfirm Committee and Trust Memberships</li> <li>• 2016 End of Year Provisional Financial Report</li> <li>• Strategic Development Fund – 2016 Close-out Reports</li> </ul>	
March		
	Council Audit and Risk Committee Meeting	
	21 Council Campus Redevelopment Committee Meeting	
	28 <b>Council Meeting (ChCh)</b> <ul style="list-style-type: none"> <li>• Health and Safety Manager – Update</li> <li>• Health and Safety Walkabout</li> <li>• Draft Annual Report 2016</li> </ul>	
	31 Autumn Graduation Ceremonies (9.00am and 2.30pm sessions)	
April	19 Council Campus Redevelopment Committee Meeting	
May	2 <b>Council Meeting (ChCh)* Meeting Cancelled</b> <ul style="list-style-type: none"> <li>• Final approval of 2016 Annual Report</li> <li>• Risk Management Framework – quarterly report</li> </ul>	
	9 Council Audit and Risk Committee Meeting	
	16 Council Campus Redevelopment Committee Meeting	
	4/8 Full Academic Board	
	30 <b>Council Meeting</b> <ul style="list-style-type: none"> <li>• Report on Affixing of Common Seal</li> <li>• Pasifika Strategy Update</li> <li>• Internationalisation Charter</li> </ul>	
June	15 Council Audit and Risk Committee Meeting	
	16 Chief Executive Remuneration and Performance Review Committee	
	20 Council Campus Redevelopment Committee Meeting	
	27 <b>Council Meeting</b>	
July	17 Council Audit and Risk Committee Meeting	
	18 Council Campus Redevelopment Committee Meeting	
	25 <b>Council Meeting (ChCh)* Woolston Campus</b> <ul style="list-style-type: none"> <li>• Strategic Development Fund Projects Update</li> <li>• Risk Management Update</li> <li>• Campus Tour</li> <li>• Health and Safety Walkabout – Woolston Campus</li> <li>• Fee Setting for 2018 (pending Govt advice)</li> <li>• Kaiārahi Update Report</li> </ul>	
August	15 Council Campus Redevelopment Committee Meeting	
	29 <b>Council Meeting (ChCh)</b> <ul style="list-style-type: none"> <li>• Strategic Direction and Priorities for 2018</li> <li>• Board Self-Assessment</li> </ul>	
	31 Full Academic Board	
September	15 Spring Graduation Ceremony (2pm)	
	19 Council Campus Redevelopment Committee Meeting	
	Academic Board	
	26 <b>Council Meeting (Timaru)*</b> <ul style="list-style-type: none"> <li>• Marketing</li> <li>• Pasifika Strategy Update</li> </ul>	

		<ul style="list-style-type: none"> <li>• Council Competencies Framework</li> <li>• Health and Safety Manager Update</li> <li>• Health and Safety Walkabout</li> </ul>	
October	10	Council Audit and Risk Committee Meeting	
	17	Council Campus Redevelopment Committee Meeting	
	31	Chief Executive Remuneration and Performance Review Committee	
	31	<b>Council Meeting (ChCh)*</b> <ul style="list-style-type: none"> <li>• Report on Affixing of Common Seal</li> <li>• Risk Management Framework – Quarterly Report</li> </ul>	
November	21	Council Campus Redevelopment Committee Meeting	
	28	<b>Council Meeting (ChCh)</b> <ul style="list-style-type: none"> <li>• Annual Report 2017 – content/format</li> <li>• 2018 Budget – Sign off</li> <li>• Workshop tbc</li> <li>• Campus Tour</li> </ul>	
December	12	<b>Council Meeting (if required) (Teleconference)</b>	
	13	Council Campus Redevelopment Committee Meeting (if required)	

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

\* LUNCH invitations to be issued – Trustee Chairs?

6 February – Waitangi Day  
 14 April – Good Friday  
 17 April – Easter Monday  
 18 April – Easter Tuesday  
 25 April – ANZAC Day  
 5 June – Queens Birthday  
 25 September – South Canterbury Anniversary Day (Timaru Campus)  
 23 October – Labour Day  
 17 November – Canterbury Anniversary Day  
 22 December – Ara Closes