

Ara Institute of Canterbury

Council Minutes

31 March 2020

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 31 March 2020 at 11.00am via videoconference.

1 Statutory Requirements

1.1 Karakia/Mihi

The meeting commenced with a mihi led by Melanie Taite-Pitama.

1.2 Attendance

a Present

i Voting Members

Thérèse Arseneau (Chair), Janie Annear (Deputy Chair), Jeremy Boys, Jane Cartwright, Elizabeth Hopkins, John Hunter and Melanie Taite-Pitama.

ii Non-Voting Officers

Tony Gray (Chief Executive) and Christina Yeates (Minute Secretary).

iii Management

Darren Mitchell (DCE - Chief Operating Officer).

iv In Attendance

Michael Rondel (Advisor to Council).

b Apologies

i Voting Members

Nil.

ii Non-Voting Officers

Te Marino Lenihan (Kaiārahi).

iii Management

Nil.

1.3 Disclosure of Conflicts of Interest

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

Nil.

b Declarations of interest for items on today's agenda

Nil.

1.4 Confirmation of Minutes

a Minutes of Committee Meeting – 25 February 2020

It was resolved that the minutes of the ordinary meeting of the Ara Council held on 25 February 2020 (not being a meeting or part of a meeting from which the public was excluded) be confirmed as a correct record of proceedings of that meeting and be signed by the Chair accordingly.

J Boys/M Taite-Pitama

Carried

b Matters Arising

- Nil.

c Action List of Committee Meeting – 25 February 2020

The action list of 25 February 2020 was received and noted. Specific updates are recorded below:

- AP1947: RoVE : NZIST communications are being forward to Council on a regular basis and the CE provided a brief update on the delegation queries which had been raised verbally with NZIST and answered in the provision of information received.
- AP1949: Student Accommodation – the CE advised that this is a work in progress. Ara is in the process of matching the new code of practise and this is moving forward well.
- AP1950: Ara Foundation – the Committee noted that reporting of the latest Trustee meeting is included in today's papers.

2 For Discussion

2.1 Chief Executive Report

[Pages 20/Ara Council/02/x-xx]

The report was taken as read. Discussion included:

- a Enrolment summary:** Overall it was noted that enrolments are progressing well for 2020 and the performance 'placemat' provides critical summaries for use across the institute.

- b Planning for post CoVID-19 environment** includes properly identifying accessible quality programmes and a revised marketing programme for kick off immediately after Easter. The CE confirmed there is a dedicated workstream focusing on the programmes that can be switched online immediately (green), and development of a group of programmes in a blended context, remote learning with a practical input (amber). Ara also continues to engage with ChristchurchNZ and its action plan for restructuring the regional economy.
- c Maori and Pasific participation** by department was discussed, highlighting the softer areas for Ara to market to (under representation in Engineering and Digital Innovation for example). The Kaiārahi advised of the STEM Academy work with schools and the engagement with young Maori learners early on. This includes work with Years 11, 12 and 13 in high schools to build relationships and includes programme links to all areas including Health.
- d Financials:** Tracking to expectations to end February as Ara begins a new financial year. EFTS still need to ‘settle down’ but Council noted there is nothing of concern.
- e Health and Safety:**
- i. Council queried if the cannabis referendum has been built into the Ara Drug and Alcohol policy. Management will follow this up.
 - ii. Council were satisfied with the discussion around the student radiation incident.
 - iii. It was noted that the Trades Health and Safety Practices audit report is due and that this will be included in the papers to the Health, Safety and Wellbeing Leadership Group going forwards.
 - iv. Due to the current CoVID-19 environment, it was further noted that the risk matrix will have elevated risk issues for the health and safety of staff, particularly around identification and recording. Volunteers had been called in by the CDHB to support CoVID work which will be factored into Ara’s risk.
 - v. The Chair requested that further work be done on the Health and Safety Actions to achieve 100% completion rates; and that the graphs made clearer in the Wellbeing section.
- f CoVID-19 Ara Response Update**
- i. The report was taken as read and Council were provided with a comprehensive update of the Incident Management Team (IMT) actions. The shift in focus has now moved from closure to business continuity and to support Academic colleagues for the shift in modes of delivery post Easter, with wraparound support services.

- ii. Council were advised that over 600 colleagues have been working remotely.
- iii. The Chair congratulated the CE and IMT on the successful management and leadership of colleagues in such unprecedented times. Reflecting on Christchurch' experience with the earthquakes and mosque attacks has shown strength in collaboration of teams and building capability amongst us all.

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

T Arseneau

Carried

2.2 Kaiārahi Report

The Kaiārahi report and FMA update was taken as read. Summary of discussion items as follows:

- a FMA phase and outline was well received . Focus area should be where to from here.
- b Retention of Maori post CoVID-19 and the support specifically to Maori students – engagement at Ara is good but the challenge is retention.
- c Student mentoring is the number one priority for Maori staff and meetings are being held twice a week – how we connect, comfort and reassure.
- d Staff capability matrix – the data in the monthly report is very helpful for the Board to see going forwards.

3 For Information

3.1 Chair Report

The Council Chair noted the following:

- i. Acknowledgement of the current huge disruption to colleagues in their personal and professional lives; and the need to support the wellbeing of all in these difficult times.
- ii. It is good to see the transformation work continuing.
- iii. Congratulations to the CE/CFO and teams in regard to the year-end result.
- iv. The establishment of the new parent institute (NZIST) as of 1 April 2020 signals the end of Ara "as we know it". Acknowledgement and sincere thanks were expressed to all Council members for their continued commitment and contribution to the Ara Council over the years. Individual expressions of thanks were noted to Janie Annear (Deputy Chair), Jeremy Boys, John Hunter, Elizabeth Hopkins and to Michael Rondel (Independent Chair, Council Audit and Risk Committee).

3.2 Trustees Update

Council noted the update on the Ara Foundation in the public excluded meeting papers.

3.3 Sub-Committee Reports

a) Academic Board

The Academic Board report for the meeting held on 20 February 2020 was received and noted.

b) Council Audit and Risk

The meeting minutes of the Council Audit and Risk meeting held on Tuesday 24 March 2020 were received and noted.

The Chair thanked Michael Rondel for his leadership and advice over the years in the role of Independent Chair, Audit and Risk Committee.

c) Council Campus Redevelopment Committee

The meeting minutes of the Council Campus Redevelopment Committee meeting held on Tuesday 17 March 2020 were received and noted.

The Chair thanked John Hunter for his leadership and attention to detail over the years in the role of Chair, Council Campus Redevelopment Committee.

3.4 2020 Council Work Programme

The programme was taken as read, noting the dates run through to 31 March 2020 only and the 2 April 2020 is the date identified for the inaugural meeting of the new subsidiary Board for Ara Institute of Canterbury Ltd.

3.5 Media Report

The media report for February and March was taken as read.

4 General Business

Adoption of the Annual Report 2019 – as per the resolution in the Public Excluded section of the meeting to note the approval of the Ara Annual Report 2019:

It was resolved that the Ara Council authorise the adoption of the financial statements of the 2019 Ara Annual Report, as endorsed and recommended by the Council Audit and Risk Committee; and that the Ara Council approve the full and final 2019 Ara Annual Report for publishing.

J Hunter/E Hopkins Carried

There being no further public business, the public meeting closed at 12.05pm.

READ AND CONFIRMED

Chair:

[Insert date]

Ara Council Minutes - Action List as of 31 March 2020

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1947	28/01/20	2.1a	RoVE	Communications to be forwarded to Council on receipt from EB/NZIST	CE/Chair	Completed	
1949	28/01/20	2.1c	Health and Safety	(v) Student Accommodation – External Review paper / code of practise in progress	CE/DCE CEE	In progress	
1950	28/01/20	3.2	Trustees Update	Ara Foundation – reporting to be implemented to ensure communication flow now that no Council members are attending meetings.	CE	Completed	