Minutes from the Christchurch Polytechnic Institute of Technology Council meeting held on Tuesday, 24 February 2015 at 1.30 pm in the Room L233, City campus.

1 Karakia and Welcome

The meeting commenced with karakia led by Hana O'Regan.

Lester Woolfreys was welcomed to the meeting. Lester has been appointed by TEC to facilitate discussions on Aoraki collaboration.

AP1: Workshop papers to be circulated.

2 Meeting Business

2.1 Attendance

a Present

i Voting Members
Jenn Bestwick (Chair), Elizabeth Hopkins (Deputy Chair), Jane Cartwright, Stephen Collins, David Halstead and Lynne Te Aika.
John Mote.

ii Non-Voting Officers
Kay Giles (Chief Executive), Ann Kilgour (Council Secretary) and Sheryl Breayley (Minute Secretary).

iii In Attendance
Staff and Council Advisory Group Member: Deborah Young (Chair).
Management: Darren Mitchell (Director, Corporate Services), Sheila McBreen-Kerr (Director Academic Quality and Development), Judith Brown (Director, Education and Applied Research), Phil Agnew (Director, Business Development) and John West (Director, Delivery Initiatives).

Item 8.6b: Lester Woolfreys, (TEC appointed facilitator to Aoraki-CPIT New Entity Project)

b Apologies

i Voting Members
John Hunter.

ii Non-Voting Officers
Nil.
2.2 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
There were no declarations of interest for items on today's agenda.

2.3 Confirmation of Minutes

a Minutes of Committee Meeting – 16 December 2014

It was resolved that the minutes of the ordinary meeting of the Christchurch Polytechnic Institute of Technology Council held on 16 December 2014 (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.

S Collins / J Mote  
Carried

2.4 Business Arising

Nil.

2.5 Correspondence

There was no correspondence.

3 Monthly Reports

3.1 Council Chair's Report

Jenn Bestwick provided a brief overview of recent activities including noting that the Official Opening of the Whareora is scheduled for next week.

It was resolved that the Chair's verbal report be received.

J Cartwright / E Hopkins  
Carried

3.2 Chief Executive's Report

The Chief Executive's report was taken as read and further discussion held on:

a ICT Graduate School – This is a government initiative to deliver industry-focused education and research that builds connections between tertiary education providers and high-tech firms.

Ann Kilgour advised that CPIT, in collaboration with University of Canterbury, Lincoln University, University of Otago and Otago Polytechnic, is working to develop a Christchurch ICT Graduate School.
It was noted that:

i Options for location are being considered.

ii The RFP has been developed and is due next week.

iii Callahan Innovation are involved as a partner.

iv Council will receive the proposal and further updates as required.

**AP2:** Circulate proposal

b CPIT is fully subscribed in the youth programmes. Considerable investment has been made in building relationships with schools. The MOE is actively engaged and proactive in communication with schools. CPIT will discuss further options for students with the provider.

**AP3:** To Action

c Management are looking at strategies across the organisation to engage different demographics (not just for youth). It was noted that a high proportion of the student base is under 25 year olds.

The Youth Strategy was approved by Council in 2014

*It was resolved that the Chief Executive’s Report be received.*

L Te Aika/J Mote Carried

### 3.3 Performance Report

[Pages 15/CPITC/02/25-68]

The Performance Report was received and discussion held noting that:

a CPIT does not report January.

b Unaudited 2014 Financial Statements

i Trades funding for second chance students is being followed up.

ii General Operating expenses – In relation to year-end adjustments, these consist of costs in relation to:

• Campus Works Programme;
• Sullivan Avenue; Health Precinct;
• Historical student debt writeoff; and
• NZQA credit fees (payed in lump sum).

iii A good overall result was noted, with a standout for international

iv Accommodation – CPIT are concerned about the standard of some student accommodation, although this is not shared by the students. CPIT is working with OEDT to investigate Accommodation opportunities.

c CPIT Performance Report for December 2014
Health and Safety Dashboard – A Hazards Register exists for all internal hazards and identification of organisation safety plans is required for all student placements.

2.10pm P Agnew joined the meeting.

Near miss and instances where first aid is required will be reported in the future. Standard industry definitions will be used as a guide.

d  Project/CAPEX

It was noted that, of the $1mil funding allocated, $303K was spent in staffing costs.

*It was resolved that Council receive and note the contents of the performance report.*

L Te Aika/J Mote Carried

### 3.4 Trustees’ Reports

- **Canterbury Communications Trust**
  - Lynne Te Aika advised that the CCT met on 28 January 2014. Staffing is under pressure and short-term measures are being considered prior to recruitment.

- **CPIT Foundation**
  - Jane Cartwright advised that:
    - i. A decision has been made to pursue building demolition and make the land fit for future development.
    - ii. The Foundation are not in a position to spend more funds than is being generated. Questions are being asked around purpose and costs. Further discussions will be held with all trustees to expose this dilemma.
    - iii. In relation to questions received on current vacancies on the Foundation, this has not been progressed.

  - CPIT is to provide clear guidance on where the Foundation can add value and align with CPIT Strategic Direction. The growth of funds is stagnant with distributions going down and costs going up. CPIT is working on ways for the Trusts to be more productive.

- **Ōtautahi Education Development Trust**
  - David Halstead advised that the OEDT met in December and are looking at student accommodation. They will meet next week.

*It was resolved that the verbal reports from the Council members on the Canterbury Communications Trust, the CPIT Foundation and the Ōtautahi Education Development Trust be received.*

D Halstead/J Cartwright Carried
3.5 Sub-Committee Reports

a Academic Board Report

There is no Academic Board report this month, the Board will meet on 26 February 2015 for their first meeting in 2015.

b Council Audit Committee

David Halstead advised that the Council Audit Committee has not met.
An interim report has been received from Audit New Zealand on the Annual Accounts.

c Council Campus Redevelopment Committee

The Council Campus Redevelopment Committee meeting was held on 12 February 2015. There was nothing of note to report.

It was resolved that Council:

1 Note the minutes of the meeting of the Council Campus Redevelopment Committee of 12 February 2015, noting the resolutions contained:

4.1 Minutes of Council Campus Redevelopment Committee meeting of 10 October 2014

It was resolved that the Minutes of the Council Campus Redevelopment Committee meeting held on 15 December 2014 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.

D Halstead/S Collins Carried

7 Public Excluded

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

J Hunter Carried

It was further resolved that David Lang (Project Director, INOVO) and Colin King (Manager, Project Office), remain for the discussion of the Public Excluded agenda items.

J Hunter Carried

D Halstead/J Mote Carried

d Staff and Council Advisory Group

John Mote and Stephen Collins provided feedback on the discussion at the Staff and Council Advisory Group meeting including the Youth Programmes being oversubscribed, and Wellness.

The Group welcomed Kerry Chisholm – a new general staff member.
It was noted that positive comments were received on the EFTS conversion rates.

*It was resolved that the verbal update of the Staff and Council Advisory Group be received.*

J Mote/S Collins Carried

## 4 Strategic Topics

### 4.1 Deep Dive – Skills for Canterbury (Presentation)

Phil Agnew (Director, Business Development) was welcomed to the meeting and a presentation was held on Skills for Canterbury.

Established in 2012, the Skills for Canterbury has grown dramatically over the last two years. Valuable relationships have been established through tactical engagement with industry to build business.

Skills for Canterbury provides industry, employers and regional organisations with astute responses to help grow efficiency and productivity. This is a demand led model enabling CPIT to diversify income, strengthen partnerships and provide a vehicle of enquir from expanded networks.

The main challenge from the client’s perspective is seeing value for the commitment; this is due to organisational budgetary constraints.

Internally, challenges come from having a significant product to offer, with innovative delivery and a mass audience.

Discussion included:

a. Questions on how clear a view industry have of CPIT.

b. Changing culture internally within CPIT to be more responsive.

c. Recognition of Prior Learning is only limited by the number of products available.

d. Consistent messaging across CPIT.

e. To support the transition from identified need to programme offering, an internal resource has been established.

f. The January 2015 Activity Monitor was tabled identifying industry contact and detail of opportunities or referrals identified over a one month period.

Jenn Bestwick thanked Phil Agnew for his presentation.
4.2 Draft Framework for Pasifika Strategic Plan

The draft Framework for Pasifika Strategic Plan was taken as read.

Further discussion was held on:

a The background for the establishment of a Pasifika Advisory Group with Staff and Community representation.

b This strategy is an institutional strategy. CPIT wants to engage heavily and ensure so that the Pasifika Strategic Plan is in alignment with the CPIT strategies.

c Clarification of the relationship between Ngai Tahu’s and Pasifika communities’ responsibilities and accountabilities. CPIT need to cast a wider net on these advisory groups to offer representation.

A small change was requested to the wording of “transform” in vision so that it is clear CPIT are not “doing it” to them.

AP4: To Action

Ongoing work and consultation with wider Canterbury stakeholders will be conducted by the CPIT Pasifika Advisory Group with Council’s endorsement.

The Strategy will go back to Council for endorsement following further consultation.

5 Compliance Topics

5.1 Health and Safety Charter

Council noted the changes made to the Health and Safety Charter following feedback received.

It was resolved that Council adopt the revised Health and Safety Charter.

J Cartwright/D Halstead Carried

5.2 Council, Trust and Subcommittee Membership/Terms of Reference

The Council Chair advised of a preference to not make any changes while Council composition is to be discussed.

It was resolved that Council agrees:

a All Council Committee Terms of Reference stand as approved.

b Standing Orders/Committee memberships and Terms of Reference is to be reviewed at the end of the year (or budget time).

J Cartwright/D Halstead Carried
5.3 Selection Process for Ngāi Tahu Membership on CPIT Council

The Chair requested a continuation of the current membership until the new council entity is confirmed.

*It was resolved that Council agrees to a continuation of the current membership until the new council entity is confirmed.*

J Cartwright/J Mote Carried

6 Information Items

6.1 Qualification Review Process (TROQ)

Council were asked to note the Qualification Review Process for information.

6.2 2015 Council Work Programme

The Draft Council Work Programme as at 18 February 2015 was received and noted.

Updates requested:

a  Face to Face meetings with NMIT and TPP.

b  The Chair requested a note of congratulations on their recent wedding, be sent to Tony Gray and Jan (NMIT CE) on behalf of Council.

AP5: to Action

6.3 Media Reports and Updates

This item was not available for February.

7 General Business

7.1 EER Preparation

Council members were advised of an upcoming Workshop in preparation for EER to be held on 11 March 2015 from 2-3.30pm. Appointments will be sent.

7.2 Administrator Farewell

Council extended thanks for the contribution that Sheryl Breayley has made at CPIT over nearly four years and congratulated her on her new role.

8 Public Excluded

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

J Bestwick Carried
It was further resolved that Darren Mitchell, Lester Wolfreys, and John West remain for the Public Excluded section of the meeting.

J Bestwick

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

8.1 Confirmation of Public Excluded Minutes  [s9(2) (f), (i), (j)]
   a Minutes of Meeting – Public Excluded – 16 December 2014
8.2 Business Arising out of the Public Excluded Council Minutes  [s9(2) (f), (i), (j)]
8.3 Chief Executive’s Report – Public Excluded  [s9(2) (i), (j)]
8.4 Council Audit Committee  [s9(2) (i), (j)]
8.5 Council Campus Redevelopment
   a Programme Status
   b Health and Safety Report
8.6 Monthly Updates  [s9(2) (i), (j)]
   a Insurance Update
   b Aoraki Collaboration Update
   c Health Precinct
8.7 Strategic Plan  [s9(2)(f)]
8.8 Board Evaluation  [s9(2)(a)]

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 5.35 pm.

**READ AND CONFIRMED**

Chair: .................................................................

24 March 2015