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Notice of Meeting

A meeting of the Ara Council will be held:

on **Tuesday 1 May 2018**

at **11.00am**

in **Room G202, City Campus.**

Tracey McGill
Council Secretary



COUNCIL MEETING AGENDA

Tuesday 1 May 2018
11.00am*

Room G202, Te Kei, City Campus

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

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

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

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

1) Meeting Attendance	11.00am	1.1 Welcome and Apologies		
2) Strategic Topics for Discussion	11.05	2.1 Transformation Agenda 2.2 Board Self-Assessment	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	
3) Meeting Business	12.15	3.1 Meeting held Tuesday 27 March 2018 (Public Excluded) <ul style="list-style-type: none"> • Approval of minutes • Matters arising • Action List 3.2 Correspondence – Public Excluded	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	Attached Attached
4) For Discussion	12.30	MONTHLY REPORTS 4.1 Chief Executive – Public Excluded OTHER 4.2 Kaiārahi Report- Public Excluded	[s9(2) (i), (j)] [s9(2) (i), (j)]	Attached Attached

5) For Decision	1.00	5.1 Annual Report 2017	Page 18/ Ara Council/ 05/ 441 [s9(2) (i), (j)]	Attached
6) For Information	1.15	MONTHLY REPORTS 6.1 Council Audit and Risk Committee – Public Excluded 6.2 Council Campus Redevelopment Committee – Public Excluded 6.3 Academic Board – Public Excluded	[s9(2) (i), (j)] [s9(2) (i), (j)] [s9(2) (i), (j)]	Attached Attached Attached
7) General Business	1.25			
Ara Council Public Meeting				
8) Meeting Business	1.30pm	8.1 Karakia : Ara Waiata 8.2 Apologies 8.3 Disclosure of Conflicts of Interest 8.4 Meeting held Tuesday 27 March 2018 • Approval of minutes • Matters arising • Action List		Te Marino Attached Attached
9) For Discussion	1.45	MONTHLY REPORTS 9.1 Chief Executive a) Health and Safety		Attached
10) For Information	2.15	MONTHLY REPORTS 10.1 Chair Report 10.2 Trustees 10.3 Sub-Committee Reports a) Academic Board b) Council Audit and Risk Committee c) Council Campus Redevelopment Committee OTHER 10.4 Report on Affixing of the Common Seal 10.5 2018 Council Work Programme 10.6 Media Report		Verbal Verbal Attached Attached Attached Attached
11) General Business	2.50	Key Messages		Verbal
12)	3.00pm	Poroporoaki		

Tracey McGill
Council Secretary

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

Haere mai e te iti
Haere mai e te rahi

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

Hei tikitiki mōhou
Mō tātou e

Haere mai kia kapohia
ngā kai a ngā tīpuna

Kua tau tō waka ki Ara e

Seek distant horizon to reach
your potential

Come one,
Come all

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

To strive for excellence
for all

Come and take hold of
the knowledge of our ancestors

You have arrived in our midst.

Ara Council 1 May 2018	Agenda Item	8.3
		Information Item
PUBLIC	Presented by	T McGill

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	2018 Register of Disclosure of Conflicts of Interest
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> To provide an accurate and up to date register of disclosures of conflicts of interest of the Ara Council members.
RECOMMENDATION(S)	N/A
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

2018 Register of Disclosure of Conflicts of Interest

as at 1 May 2018

Council Members

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

Council Officers

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

Ara Institute of Canterbury

Council Minutes

27 March 2018

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 27 March 2018 at 1.40pm in Room G202, City Campus.

8 Statutory Requirements

8.1 Karakia/Mihi

The meeting commenced with the Ara Waiata led by the Kaiārahi.

8.2 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), Tracey McGill (Council Secretary from 12.15pm), Te Marino Lenihan (Kaiārahi from 12.15pm) and Christina Yeates (Minute Secretary).

iii Management

Darren Mitchell (Chief Financial Officer, CFO/ Corporate Services Director from 12.15pm).

iv Staff

Sarah Pallet.

b Apologies

i Voting Members

Stephen Collins.

ii Non-Voting Officers

Nil.

iii Management

Nil.

8.3 Disclosure of Conflicts of Interest [Pages 18/Ara Council/03/403-405]

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

There have been no amendments since the last disclosure of conflicts of interest.

Declarations of interest for items on today's agenda

Nil.

8.4 Confirmation of Minutes [Pages 18/Ara Council/03/406-412]

a Minutes of Committee Meeting – 27 February 2018

It was resolved that the minutes of the ordinary meeting of the Ara Council held on 27 February 2018 (not being a meeting or part of a meeting from which the public was excluded) be confirmed as a correct record of proceedings of that meeting and be signed by the Chair accordingly.

J Cartwright/Melanie Taite-Pitama

Carried

b Action List of Committee Meeting – 27 February 2018

The action list of the 27 February 2018 meeting was received and noted. Specific updates are recorded below:

- Action 1862 – CE's Report – TANZ eCampus – the Chief Executive advised this is a work in progress; the consumption of EFTS are governed by course-taking; he will provide a case study for context; Jeremy Boys requested a “kindergarten view” for Council. The Council Secretary outlined her role with the “Face and Space Pilot” with TANZ eCampus, utilising existing resources in place and that this work is moving into the regions. The Chief Executive confirmed there has already been an increase in EFTS threefold.
- Action 1864 – Council Work Programme – the Chief Executive advised that this has been reviewed to incorporate named workshops with content advised. Council requested that one of these workshops or Council meetings be held in Timaru and a tour of Ashburton facilities be available to Council attending. It was also queried if Council are required to attend the full Academic Board meeting on 3 May. The Council Secretary will advise in due course.
- Annual Report Timeline – the following timeline was advised by the Council Secretary:
 - 6 April - draft Annual Report to Audit and Risk Committee
 - 17 April – draft Annual Report to Council for review with recommendations from Audit and Risk Committee; further to

verbal clearance from Audit NZ next week with any changes marked up.

- 24 April – Council papers released including a copy of the final annual report.
- 1 May – Council meeting – formal resolution required to approve.

c **Matters Arising**

Nil.

9 For Discussion

9.1 Chief Executive Report

[Pages 18/Ara Council/03/413-430]

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

- a In general, to note the financial statements and the impact of the below target EFTS year to date figures and the forecast going forward. Currently looking at how to deal with a number of issues. Tracking down on total revenue and below enrolments; expectation is broadly in line with budget.
- b Staffing tracking behind budget target but is due to annual leave timing issue.
- c Department charge to come out by year end less than budgeted (cost of PC fleet - 4 years rather than 3 years).
- d EFTS Report – ongoing concern around tracking EFTs (7,308 stretch target, 7k closer to number). Good news in relation to SAC 3+ and Level 7 and above.
- e In response to the query of how we compare nationally, the Chief Executive advised that it is varied across the sector, with the majority of TEI's at similar numbers or under. There is no regional or metropolitan differentiation to the figures and currently anecdotal – it will be a few more weeks before we know. Across the board, same issues being experienced as this time last year.
- f Discussion on competitor analysis and it was agreed that this type of analysis will happen when we are working collaboratively with other TEI's; it is hard to ascertain like for like in regions; a reminder that the TEC data mining tool is available. 2700 EFTS delivered in Christchurch and not Ara (Open Polytechnic, SIT, TPP) of which 540 were wholly online (TEC source).
- g Some discussion on the Business Department figures and this is a combination of old and new programmes and not a normal delivery pattern for the Department. The International downturn has hit the Business Department the hardest.

- h The Chief Executive agreed to review the statements in terms of what should be included in the Public and Public Excluded meeting papers.
- i Update on Kaiārahi Activities: The Kaiārahi provided an overview of his report advising that there is a focus on the Early Learning Centre (development from babies to elders in Te Puna Wanaka); Wendy Heath, Education Committee Chair from the Waihao rūnanga is the community representative appointment to the Ara South Hub Committee.
- j Feedback from Council and the Chief Executive on the recent Stakeholder Engagement meeting in Timaru was positive. The building of universal trust is noticeable and stakeholders are fully embedded in the process and the openness of the Chief Executive with the information delivered being widely appreciated. It was noted that there were no other local government Chief Executive's in attendance.
- k The Kaiārahi explained that the main purpose of the work with Te Rūnanga o Koukourarata was to develop the eCampus face and space activity, widened out to iwi and Council in Kaikoura; looking at the local community role in the future and how the earthquake provided an opportunity to set an example.
- l The Kaiārahi was congratulated on the introduction of the Whakatau – an excellent way to begin the student journey and for the Chief Executive to set the tone for the year, in both the Maori and Ara way.
- m Key Risk Register – The Chief Financial Officer advised that the Health and Safety is managed separately from the Risk Register; it is embedded.
- n Council provided positive feedback on the heatmap.

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

T Arseneau

Carried

9.2 Health and Safety

- a The Chief Executive advised this is as reported and slightly down on incidents ytd but slightly up on sick leave. Confident that there is the same level of reporting across campuses.

10 For Information

10.1 Chair Report

- a The Chair commented on the record number of attendees for the March graduation ceremonies and updated Council on the current sector review.

10.2 Trustees

- a Elizabeth Hopkins and Jane Cartwright provided an update on the Ara Foundation.
 - i 34 Elm Street is progressing.
 - ii There is currently an “investment promise” where the Foundation is looking to move cash to International funds – there is a meeting every two months to analyse the markets.
 - iii Ara Chair engagement had been discussed.
 - iv Discussion on grants – tighten up on decision making, the criteria and how best to use the monies.

10.3 Sub-Committee Reports

a) Academic Board

[Pages 18/Ara Council/03/431-433]

The report was taken as read.

The Chief Executive provided the following overview:

- i. Green paper on degrees at Ara – challenge in this area and will come back to Council. In broad terms, it involves a significant amount of work on integrated learnings, innovation and entrepreneurship whilst introducing creativity across all degrees.
- ii. Council queried whether Academic Board had discussed how to ensure the safety of students in the workforce and if there are policies in place for placements. The Chief Executive agreed that this should be discussed and will follow up.

Action: Safety of students in the workforce to be added as an agenda item to a future Academic Board meeting.

[AP1868] Chief Executive

b) Council Audit and Risk Committee

[Pages 18/Ara Council/03/435-436]

The confirmed minutes from the meeting of the Council Audit and Risk Committee of 12 December 2017 were received and contents noted. The verbal update of the meeting held on 12 March 2018 was received and included the following:

- i. The Audit NZ engagement letter has been received and laid out plans for the coming year.

- ii. Main discussions were held in the public excluded part of the meeting.
- iii. It was agreed that the unapproved subcommittee meeting minutes can now be included in the meeting papers.

10.4 2018 Council Work Programme

[Pages 18/Ara Council/03/437- 438]

The programme was taken as read and no further discussion.

10.5 December Media Report

[Pages 18/Ara Council/03/439]

The report was taken as read and no further discussion.

11 General Business

- a Key messages – these were discussed and Council agreed the following highlights: record numbers graduating at the March ceremonies; the success of the Whakatau across all campuses; and active engagement with the current sector review.
- b Community appointment on Council. The Chair advised that Council have discussed the extension of John Hunter’s current term on Council by 12 months, expiring 30 April 2019. It is the unanimous view of Council that John’s expertise and skill sets are of significant value at this current time, especially during the this transformation phase for the organisation and the sector.

*It was **resolved** that the Ara Council approve the recommendation to extend the community appointment of John Hunter to the Ara Council by twelve months, with a new expiry term date of 30 April 2019.*

J Cartwright/E Hopkins

Carried

The meeting concluded at 2.55pm.

READ AND CONFIRMED

Chair:

1 May 2018

Ara Council Minutes

Action List as of 27 March 2018

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1822	25.07.17	3.2d	Health and Safety	Overview assurance paper required – can be circulated via email and placed on Diligent for reference purposes. As of the October Council meeting, the Health and Safety Manager is currently working on this. As of 30/1/18 pending H&S Objectives to be set.	Chief Financial Officer	Carried forward	For email distribution and placed on Diligent.
1851	30.01.18	8.1	Council Documentation Review – Ara Stature	a) Statute - it was agreed the changes will be refreshed and changes made in line with any new legislation and the updated competency matrix to be included when received from the Council subcommittee.	Council Secretary		28 Aug 18
1852	30.01.18	8.2e	CPP102 Disclosures and Management of Conflicts of Interest Policy	Refresh and rewrite in line with IOD disclosures policy and the office of AuditNZ. As of February Council meeting, it was agreed to extend the due meeting date to the latter part of this year.	Council Secretary		27 Nov 18
1863	27.02.18	9.3a) i	Academic Board Report – Student Services Division	Early Learning Centre – overview of risks to be provided to Council.	Chief Executive/ Management		26 Jun 18
1868	27.03.18	10.3a) ii	Academic Board	Safety of students in the workforce to be added as an agenda item to a future Academic Board meeting.	Chief Executive		1 May 18

Ara Council 1 May 2018	Agenda Item		9.1
	Decision Item	Discussion Item	Information Item
PUBLIC	Presented by		Tony Gray

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

Chief Executive's Report

1 Performance Report – Overview

1.1 Financial Statements

a 2017 Comparatives

The 2017 figures currently presented in these reports are still under audit and may change in future reports. There have been minor changes since the previous report.

b Notes to Statements

- i As at 31 March 2018, the budgeted performance was for a year-to-date deficit before abnormal items of \$5.04m. The actual year-to-date deficit is \$3.90m. A deficit is normal at this point in the year due to the relative timing of income and costs.
- ii Both Income and Expenditure are below budgeted expectations.
- iii All types of Government Funding are less than budget expectations, which is reflective of softer than budgeted enrolment levels.
- iv Despite the Government Funding falling short of budgeted target Domestic Fee Income is in line with the budgeted expectation. Across all delivery the average domestic fee to date is 2% higher than budgeted which is offsetting the impact of EFTS under-delivery.
- v International Fee Income is higher than budget due to carry forward of 2017 income.
- vi Other Teaching Income is lower than budgeted. The 2018 budget was set in line with the 2017 full year actual revenue in this category. Year-to-date 2017 and 2018 actuals are of a similar level.
- vii Actual Interest income is lower than the year-to-date budget due to Ara holding a higher proportion of On-Call cash than anticipated during budget setting. Other Revenue is \$53k ahead of the budget position, resulting in Other Income being \$21k under budget year-to-date.

- viii Teaching staff costs are \$332k lower than budgeted year-to-date. The variance is attributable to higher usage of annual leave taken before the beginning of the first semester (\$113k) and management of usage of casual staff (\$219k).
- ix Non-teaching staff costs are \$194k under budget year-to-date. Lower costs are in part due to the management of leave balances, resulting in higher levels of leave being taken than would be typical for this point in the year. Excluding the positive annual leave variance non-teaching staff costs are marginally (1.4%) over budget.
- x Occupancy/Property costs are marginally under budget.
- xi General operating expenditure is \$1.02m less than budget year-to-date, primarily in the teaching departments. It is anticipated that this is due in part to actual savings as well as timing related differences.
- xii Depreciation expenses are currently less than budgeted. The overall cost management focus has realised savings in this area. Changes to computer leases have been negotiated which extend the usable life of the computers from 3 years to 4 year.
- xiii In Cash Flows, Campus Capital Plan Spending appears negative for the month. This is due to the nature of the HREF project arrangement. Ara pays the relevant bills and then invoices the other parties for their share of the cost. During March one of the parties requested to be invoiced in advance for future costs, causing net cash movement on the project to be positive for the month. Outside of this, Financial Position and Cash Flow are typical for this period of the year.

Statement of Financial Performance
for the year to 31 March

Revenue	Month		2018 Year to date		Full Year	
	Actual	Budget	Actual	Budget	2018 Budget	2017 Actual
Government Funding						
SAC Funding Level 3-7	5,215,032	4,789,197	9,911,148	10,293,621	52,669,650	52,625,400
SAC Funding Level 1-2	78,909	82,717	158,591	170,993	838,015	1,455,272
ACE Funding	50,159	54,887	103,261	112,662	568,882	575,670
Youth Guarantee Funding	133,459	179,840	257,542	379,595	2,257,140	3,074,064
CTC funding	198,884	196,980	444,607	465,315	2,263,000	2,199,300
Other Non-EFTS grants	330,458	346,106	680,035	749,420	2,815,962	2,991,109
Total	6,006,901	5,649,727	11,555,185	12,171,606	61,412,649	62,920,815
as % of Total Revenue	55.0%	57.2%	56.0%	57.0%	55.1%	56.4%
Student Tuition Fees						
Domestic Fee Income	2,934,139	2,598,456	5,450,525	5,469,418	28,541,734	26,420,851
less Scholarships/Discounts	(399,155)	(299,868)	(1,204,808)	(1,119,467)	(2,132,450)	(2,009,258)
International Fee Income	1,793,124	1,184,037	3,018,152	2,788,679	14,731,792	14,735,743
less Commissions/Discounts	(184,805)	(119,392)	(206,096)	(198,565)	(1,263,227)	(1,082,897)
Total	4,143,303	3,363,233	7,057,773	6,940,065	39,877,849	38,064,440
as % of Total Revenue	38.0%	34.0%	34.2%	32.5%	35.8%	33.8%
Other Teaching Income	137,390	225,858	263,014	449,223	2,556,786	2,591,464
as % of Total Revenue	1.3%	2.3%	1.3%	2.1%	2.3%	2.8%
Other Income						
Interest	176,106	166,666	437,878	500,000	2,000,000	2,045,086
Other Revenue	452,959	475,101	1,318,962	1,287,620	5,529,134	5,659,497
Total	629,065	641,767	1,756,840	1,787,620	7,529,134	7,704,583
as % of Total Revenue	5.8%	6.5%	8.5%	8.4%	6.8%	7.0%
Total Revenue	10,916,660	9,880,585	20,632,811	21,348,514	111,376,418	111,281,302

Statement of Financial Performance (cont)
for the year to 31 March

	Month		2018 Year to date		Full Year	
	Actual	Budget	Actual	Budget	2018 Budget	2017 Actual
Expenses						
Personnel						
Teaching	3,244,875	3,287,449	7,610,132	7,942,376	34,385,784	35,564,625
Non-Teaching	3,012,127	3,118,534	8,347,351	8,541,702	34,849,139	35,237,673
Total	6,257,003	6,405,983	15,957,484	16,484,078	69,234,923	70,802,298
as % of Revenue	57.3%	64.8%	77.3%	77.2%	62.2%	60.9%
Other Costs (except Depreciation)						
Occupancy/Property costs	902,680	771,966	2,252,361	2,318,458	10,166,160	9,310,919
General Operating Expenditure	1,493,136	1,600,295	3,876,094	4,900,665	19,337,923	19,546,331
Total other costs	2,395,815	2,372,261	6,128,455	7,219,123	29,504,083	28,857,250
as % of Revenue	21.9%	24.0%	29.7%	33.8%	26.5%	27.3%
Depreciation						
All Depreciation	802,659	895,416	2,446,177	2,686,248	10,745,000	9,426,526
as % of Revenue	7.4%	9.1%	11.9%	12.6%	9.6%	8.5%
Total Expenses	9,455,478	9,673,660	24,532,116	26,389,449	109,484,005	109,086,074
Surplus/(Deficit) excl Abnormal	1,461,182	206,925	(3,899,305)	(5,040,935)	1,892,413	2,195,228
as % of Revenue	13.4%	2.1%	-18.9%	-23.6%	1.7%	2.0%
Abnormal Items						
Insurance Settlement/Payments	-	-	-	-	-	(1,750,085)
Transformation Costs	-	-	-	-	(1,800,000)	(125,873)
Total Abnormal Items	-	-	-	0	(1,800,000)	(1,875,958)
Total Surplus/(Deficit)	1,461,182	206,925	(3,899,305)	(5,040,935)	92,413	319,270
as % of Revenue			-18.9%	-23.6%	0.1%	0.3%

Statement of Financial Position as at 31 March

	Actual 31-Mar-18 \$000	Actual 28-Feb-18 \$000	Change from Last Month \$000	Budget 31-Dec-18 \$000	Actual 31-Dec-17 \$000
ASSETS					
Current Assets					
Cash and Cash Equivalents	6,545	9,719	(3,174)	7,046	17,204
Loans and Receivables	5,932	6,423	(492)	2,046	3,918
Inventories	1,068	1,052	16	1,178	1,248
Prepayments	2,197	2,462	(264)	1,246	1,998
Short Term Investments	74,136	72,636	1,500	43,000	45,235
Total Current Assets	89,878	92,291	(2,413)	54,516	69,602
Non-Current Assets					
Property Plant and Equipment	283,005	284,162	(1,157)	300,259	284,440
Intangible Assets	2,319	2,327	(8)	2,149	2,329
Investment in Associate	760	856	(96)	1,517	760
Total Non-Current Assets	286,084	287,345	(1,260)	303,925	287,529
TOTAL ASSETS	375,962	379,636	(3,674)	358,441	357,131
LIABILITIES					
Current Liabilities					
Trade and other payables	4,510	6,601	(2,091)	5,931	6,663
Finance leases	802	802	-	612	802
Employee Benefit Liabilities	2,772	1,947	824	2,544	3,080
Revenue Received in Advance	34,295	37,870	(3,575)	10,822	9,103
Total Current Liabilities	42,379	47,221	(4,841)	19,909	19,649
Non-Current Liabilities					
Finance leases	656	656	-	396	656
Employee Benefit Liabilities	238	238	-	829	238
Total Non-Current Liabilities	894	894	-	1,225	894
TOTAL LIABILITIES	43,274	48,115	(4,841)	21,134	20,543
NET ASSETS	332,689	331,521	1,167	337,307	336,588
EQUITY					
Retained Earnings	230,770	229,602	1,167	235,346	234,669
Asset Revaluation Reserve	101,919	101,919	-	101,961	101,919
TOTAL EQUITY	332,689	331,521	1,167	337,307	336,588

Statement of Cash Flows
for the year to 31 March

	Year to Mar 2018 \$000	Year to Feb 2018 \$000	Movement \$000	2018 Budget \$000	2017 Final \$000
Cash Flows from Operating Activities					
Cash was Provided from:					
Government Grants	17,608	13,159	4,449	61,413	63,000
Student Tuition Fees	23,403	20,973	2,430	39,878	38,525
Other Teaching Revenue	263	126	137	2,737	2,591
Other Revenue	2,106	1,246	860	5,529	3,770
Interest	426	319	107	2,000	2,173
Total	<u>43,806</u>	<u>35,823</u>	<u>7,983</u>	<u>111,557</u>	<u>110,059</u>
Cash was Applied to:					
Employees and Suppliers	23,989	13,921	10,068	98,823	105,597
Net Cash Effect of Abnormal Items			-	1,800	
Total	<u>23,989</u>	<u>13,921</u>	<u>10,068</u>	<u>100,623</u>	<u>105,597</u>
Net Cash Flows from Operating Activities	19,818	21,902	(2,085)	10,934	4,462
Cash Flows from Investing Activities					
Cash was Provided from:					
Sale of Fixed Assets	5	4	0	-	16
Insurance Payments	-	-	-	-	25,393
Total	<u>5</u>	<u>4</u>	<u>0</u>	<u>-</u>	<u>25,409</u>
Cash was Applied to:					
Purchase of Other Financial Assets				453	741
Purchase of Fixed Assets	348	152	195	5,083	6,017
Campus Capital Plan Spending	1,055	1,711	(656)	15,000	21,147
Total	<u>1,403</u>	<u>1,863</u>	<u>(461)</u>	<u>20,536</u>	<u>27,905</u>
Net Cash Flows from Investing Activities	(1,398)	(1,859)	461	(20,536)	(2,496)
Cash Flows from Financing Activities					
Cash was Provided from:					
Equity	-	-	-	-	60
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>60</u>
Cash was Applied to:					
Finance Lease Payments	178	128	50	775	861
Total	<u>178</u>	<u>128</u>	<u>50</u>	<u>775</u>	<u>861</u>
Net Cash Flows from Financing Activities	(178)	(128)	(50)	(775)	(801)
Total Net Cash Flows	18,242	19,916	(1,674)	(10,377)	1,165
Opening Cash, Bank & Short Term Investments	62,439	62,439		60,423	61,274
Closing Cash, Bank & Short Term Investments	<u>80,681</u>	<u>82,355</u>		<u>50,046</u>	<u>62,439</u>

1.2 EFTS Report – April 2018

- a As at 20 April, there were 5,489 confirmed EFTS for 2018, out of a full year budget of 7,308 EFTS. This is effectively the same number of enrolments as at the same time last year (5,491 EFTS). Compared with previous reports, there has been a positive shift in some areas as Semester 1 numbers have been finalised and enrolments for the remainder of the year continue to be confirmed.
- b Confirmed SAC Level 3+ enrolments are now 61 EFTS (1.4%) ahead of the same time last year, compared with budgeted growth of 4.8%. This gap has improved from 30 EFTS down at this point last month.
- c Noting the smaller student numbers involved, SAC Level 1-2, Youth Guarantee, ACE and Other Domestic enrolments continue to track in line with budget expectations. Secondary-tertiary provision (CTC and Dual Pathways) have a small number of places available for Semester 2 intakes, which are expected to be filled.
- d International enrolments have increased on previous months, with the gap between last year and this year closing from 89 fewer EFTS last month to 30 fewer EFTS now. This is particularly due to the enrolment of a number of students from China, with Chinese numbers now 4.8% up on 2017 levels. Indian numbers continue to be down, with EFTS enrolled by Indian students 31.3% down on the same time last year.
- e On a Department basis, due to the above factors, five out of nine departments are now ahead of the same time last year (compared with two at this time last month). Business enrolments continue to be well down on last year, due to the areas previously reported being reduced enrolments by international students from India and domestic enrolments at Levels 3 to 6.
- f Enrolments at Southern Campuses are trending similar to previous months, with Timaru EFTS down by 9.1% on 2017 levels.
- g In 2017, Ara received approximately 6,000 applications between March and June for Semester 2 intakes, with the bulk of these converting to EFTS in the month of July. To date in 2018, Ara has 291 (14.8%) more Semester 2 applications than at the same point last year, largely due to receiving 280 more SAC 3+ applications. This is a positive trend, noting it is still relatively early in the Semester 2 enrolment period. A more detailed breakdown of Semester 2 application and enrolment activity will be provided in subsequent reports.

	2017 Final	2018 Budget	Growth Target	EFTS confirmed		
				20 April 2017	20 April 2018	Change
By funding type						
SAC 1-2	83	100	+ 20.5%	62	73	+ 16.7%
SAC 3+	5,451	5,712	+ 4.8%	4,448	4,509	+ 1.4%
ACE	125	128	+ 2.4%	46	44	- 5.6%
CTC	143	138	- 3.8%	151	142	- 5.9%
YG	175	170	- 2.9%	109	84	- 22.8%
Other	210	172	- 17.9%	86	78	- 9.1%
Total domestic	6,187	6,419	+ 3.7%	4,902	4,930	+0.6%
International	875	889	+ 1.6%	589	559	- 5.1%
Total	7,062	7,308	+ 3.5%	5,491	5,489	- 0.0%
By Department						
Business	880	916	+ 4.1%	614	540	-11.9%
Computing	545	583	+ 6.9%	385	379	-1.6%
Creative Industries	706	714	+ 1.1%	671	667	-0.7%
Engineering & Architectural Studies	656	678	+ 3.3%	553	569	+2.9%
Hospitality & Service Industries	645	656	+ 1.7%	509	511	+0.5%
Humanities	720	810	+ 12.4%	494	531	+7.3%
Nursing, Midwifery & Allied Health	1,568	1,563	- 0.3%	1,263	1,296	+2.6%
Science & Primary Industries	177	176	- 0.8%	132	109	-18.0%
Trades	1163	1213	+ 4.3%	870	887	+1.9%
By Location						
Timaru	410	526	+ 28.4%	316	287	-9.1%
Ashburton	38	42	+ 10.9%	28	28	+0.1%
Oamaru	45	37	- 18.1%	33	15	-55.0%
Total Southern Campuses	493	605	+ 22.8%	377	330	-12.5%
Christchurch/Other	6569	6703	+ 2.0%	5114	5159	+0.9%
Key						
	Above Growth Target		Above 2017, but below growth target		Below 2017 & below growth target	

2 Student Incident

- a On Thursday 19 April 2018 at approximately 10.30 pm one of the Ara third year Bachelor of Nursing students was assaulted in the Hagley Park area as she walked to her car following an afternoon shift. While the assault was serious, the young woman was released from hospital on the Friday morning.
- b Colleagues from the Department of Nursing, Midwifery and Allied Health visited her and each of our clinical placement students and ensured (i) they were ok and (ii) that any specific issues were immediately dealt with.
- c Meetings with the CDHB have been organised, including at CE level to further discuss future mitigation of this type of event.

3 Performance Dashboards and Workload Allocation Tool

- a We are close to having an effective suite of dashboards that will allow Performance Panel (PP) activity to take place through regular PP sessions with HODs and Business Support Teams. These will begin at the end of May.
- b Our development of a fit-for-purpose Workload Allocation Tool (WAT), for use in the first instance by the Education and Applied Research (EAR) Division, has completed its first stage and data has been loaded by each academic department.
- c The purpose of the WAT is to align departmental staffing requirements with timetabled curriculum and delivery plans, on a consistent basis across the division. The WAT replaces the bespoke workload management methodologies previously used by the departments.
- d Each employee's total workable hours have been broken down and classified in accordance with the type of activity being performed. Teaching activities have been allocated to courses and the non-teaching activities have been subcategorised at a more granular level, both of which have values that cannot be exceeded as per the collective agreements. The WAT will enable management to assess both the utilisation of each team member and the overall departmental utilisation relative to delivery requirements.
- e The initial draft has a range of assumptions and drivers that weight the workload components of the delivery types. The EAR Leadership Team will review these, with reference to the data entered, achieving consensus that they are appropriate. Other ITPs that have undertaken this activity have identified that this element is fundamental to success and acceptance of the outputs.
- f Analytics have been established to interrogate the data further in an attempt to identify areas that require further attention.

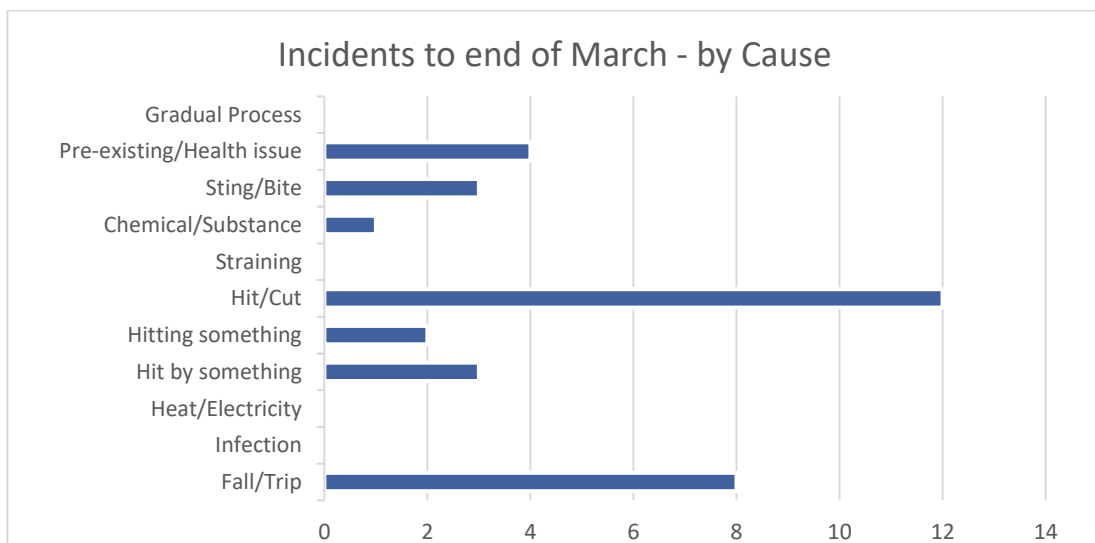
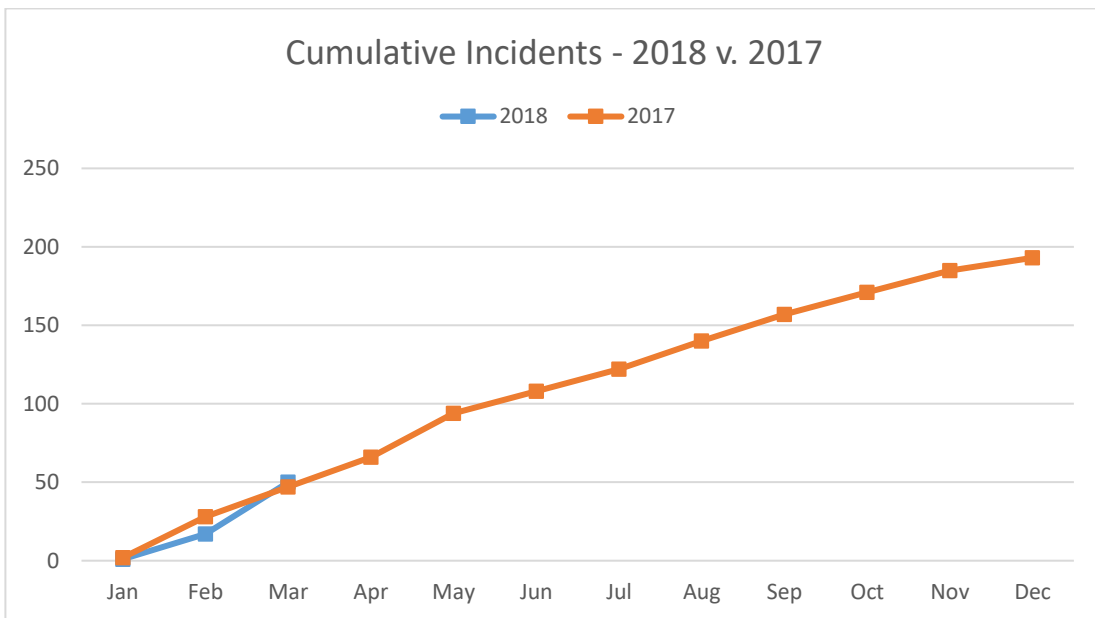
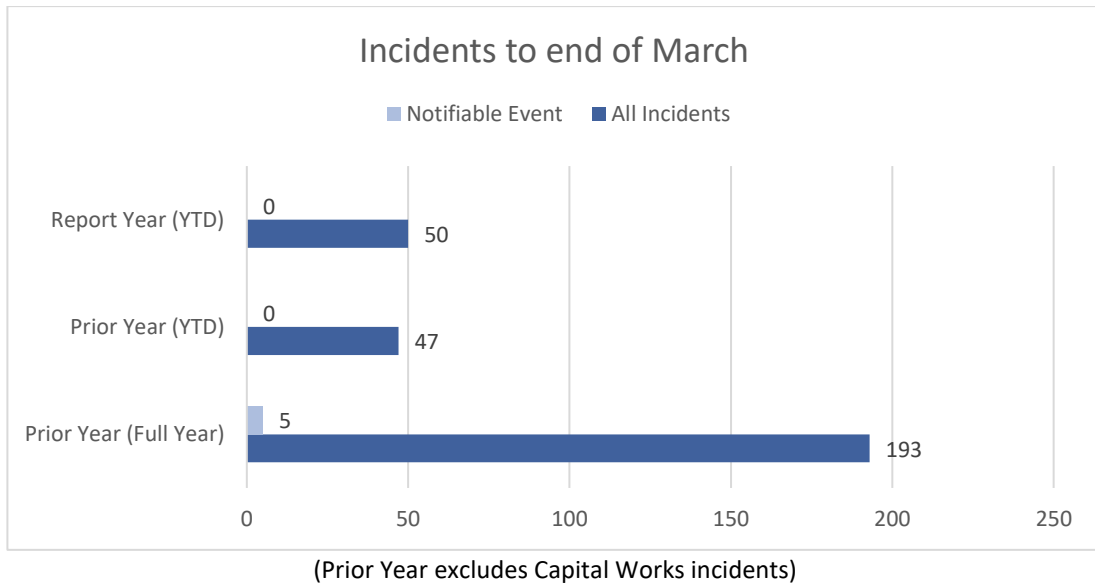
4 Ara Council Workshop – 29 May 2018

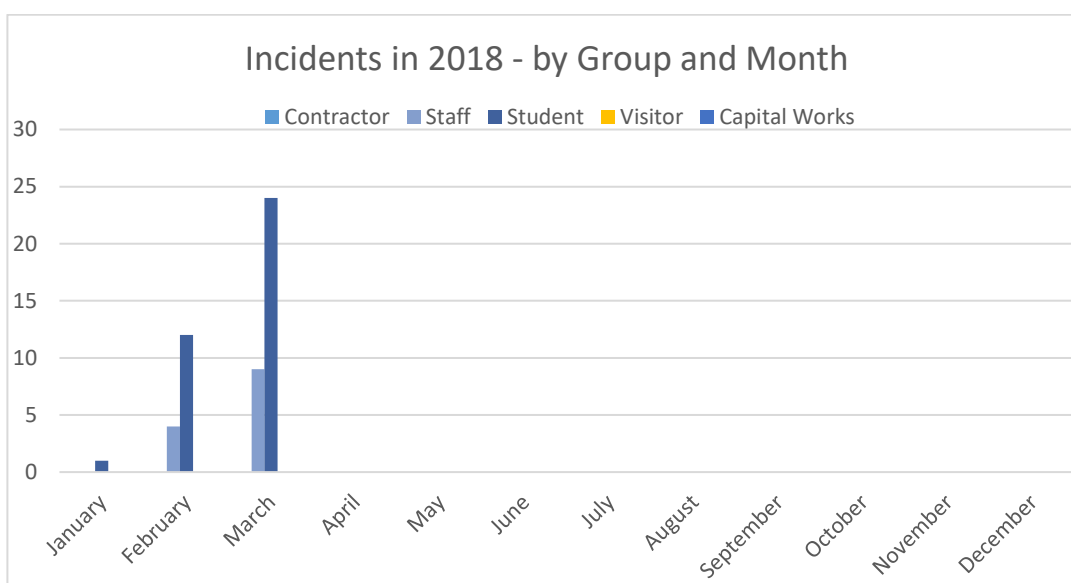
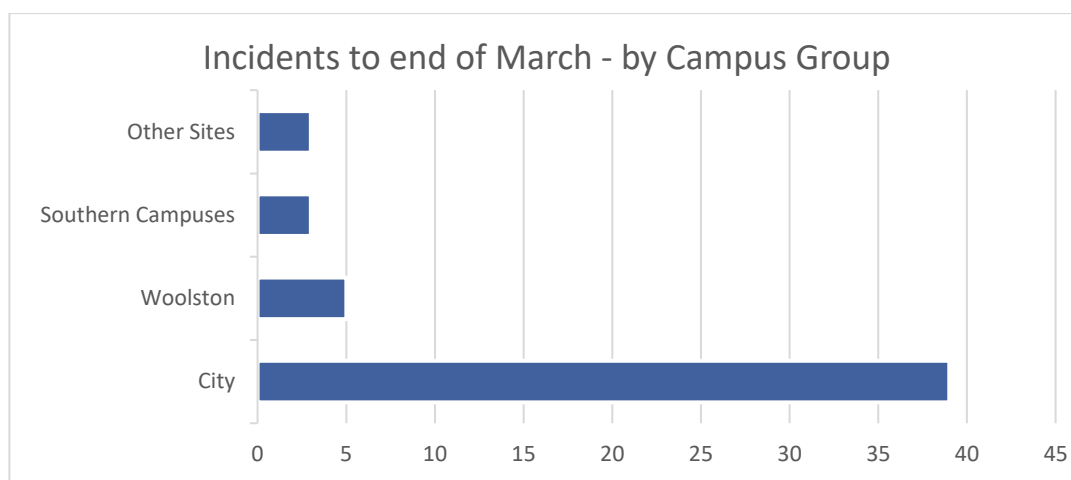
Work is underway for organising the first Council workshop at the end of May. The theme for the workshop is one of “Future Focus” in the context of various aspects of the Transformation agenda.

5 Health and Safety

- a During the month of March, nine staff and 24 student incidents were recorded. Six related to health conditions, five involved slips and trips, eight involved cut injuries, ten related to being hit by or by hitting objects, one was a scald, and three were bites. The bites all occurred to students on the Veterinary Nursing programme, and were by dogs (two) and a rabbit (one), in three separate incidents. This number of bites in one month is uncommon, and some procedures have been adjusted to reduce the risk in the future. In a further incident, one staff member slipped and aggravated an existing serious leg injury. Overall, most incidents this month were of low severity and none were notifiable.
- b Fire evacuation trials were undertaken across the main Christchurch sites. Fire and Emergency attended several trials to check our procedures. Timaru campus suffered a false alarm which resulted in a total evacuation. This also counts as a trial.
- c Ten manager and technician staff attended hazardous substance training related to the new legislation.
- d Certification of lifting equipment, compressed air handlers, steam pressure vessels and smoke control systems was completed in March.
- e Documented evidence of building maintenance and compliance was gathered for the purpose of Building Warrant of Fitness renewal of our Christchurch buildings. New BWOFs were due 1 April 2018.

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	9	13
Students	0	0	0	0	24	37
Contractors	0	0	0	0	0	0
Visitors	0	0	0	0	0	0
Capital Works	0	0	0	0	0	0
Total	0	0	0	0	33	50
INCIDENT DETAIL (SINCE LAST REPORT)						
<i>Refer to commentary for detail on incidents.</i>						





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

STUDENT WELFARE		
Number of student workplace locations reviewed	Unknown	A process is under development to collect data for this measure.

STAFF WELFARE																																									
Lost days due to on-site accidents	Mar: 24 days	1 staff member on extended ACC compensation for earlier strain injury.																																							
Lost days due to work related off-site accidents	Mar: 0 days	Nil																																							
Lost days due to sickness	Mar: 418 YTD: 879	Full time equivalent days.																																							
		4 persons required more than 5 days consecutive sick leave. 60 days total.																																							
<p style="text-align: center;">Cumulative Sick Leave Taken (Days)</p> <table border="1"> <caption>Cumulative Sick Leave Taken (Days)</caption> <thead> <tr> <th>Month</th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>200</td><td>200</td></tr> <tr><td>Feb</td><td>400</td><td>400</td></tr> <tr><td>Mar</td><td>800</td><td>1000</td></tr> <tr><td>Apr</td><td>1200</td><td>1200</td></tr> <tr><td>May</td><td>1600</td><td>1600</td></tr> <tr><td>Jun</td><td>1900</td><td>1900</td></tr> <tr><td>Jul</td><td>2600</td><td>2600</td></tr> <tr><td>Aug</td><td>3200</td><td>3200</td></tr> <tr><td>Sep</td><td>3800</td><td>3800</td></tr> <tr><td>Oct</td><td>4200</td><td>4200</td></tr> <tr><td>Nov</td><td>4200</td><td>4200</td></tr> <tr><td>Dec</td><td>4200</td><td>4200</td></tr> </tbody> </table>			Month	2017	2018	Jan	200	200	Feb	400	400	Mar	800	1000	Apr	1200	1200	May	1600	1600	Jun	1900	1900	Jul	2600	2600	Aug	3200	3200	Sep	3800	3800	Oct	4200	4200	Nov	4200	4200	Dec	4200	4200
Month	2017	2018																																							
Jan	200	200																																							
Feb	400	400																																							
Mar	800	1000																																							
Apr	1200	1200																																							
May	1600	1600																																							
Jun	1900	1900																																							
Jul	2600	2600																																							
Aug	3200	3200																																							
Sep	3800	3800																																							
Oct	4200	4200																																							
Nov	4200	4200																																							
Dec	4200	4200																																							
Number of new staff (excluding casual) that completed their health and safety induction process.	8 of 9 full time staff who started in March	89%																																							
Number of staff on a return to work plan	2	1 work and 1 non-work related.																																							
Employee Assistance Programme – March																																									
New clients	7	YTD 21																																							
Sessions	19	YTD 57																																							

CAPITAL WORKS PROGRAMME	
Audits Completed	No capital construction works underway in March.
Audit Action Items	

OTHER	
<ul style="list-style-type: none"> 4 fire alarm events occurred in March – 3 involving Fire and Emergency. 1 related to a plumbing failure causing a flood, 1 rubbish bin fire, 1 caused by soldering smoke, and 1 by students burning their dinner. No injury or serious damage due to fire occurred – 12 events YTD. 14 contractors completed H&S induction during March – 30 YTD. 1 workstation assessments completed – 5 YTD. Staff receiving first aid training – 9 YTD. 	

HEALTH AND SAFETY ACTIONS UNDERWAY			
Action Description	Owner	Due Date	% Complete
Consideration of new supporting policies – Drug and Alcohol	TKM H&S Manager P&D Manager	June 2017	70
Training and Skills Development Plan prepared	P&D Manager H&S Manager	August 2017	90 People and development are piloting a database of obligatory H&S certifications, licences and qualifications.
Placements - Develop processes that address placements and placement location	Director CS Director EAR	October 2017	70 Committee formed. Draft policy completed. PwC advice under consideration.
Review incident management procedures, arrange training, test process	H&S Manager	February 2018	90 Incident management team refresher training completed. Lockdown procedures reviewed. Emergency procedure flip chart distributed to Southern campuses.
Review rehabilitation guidelines as it relates to experience rating	H&S Manager P&D Manager	March 2018	20

Tony Gray
Chief Executive

Ara Council 1 May 2018	Agenda Item	Page 18/ Ara Council 10384
		Information Item
PUBLIC	Presented by	T Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Academic Board
BACKGROUND AND PURPOSE	<p><i>A summary report to Council from Academic Services Division of:</i></p> <ul style="list-style-type: none"> <i>The Academic Board meeting was held on 12 April 2018.</i> <p><i>The Academic Board role is to:</i></p> <ul style="list-style-type: none"> <i>Advise Council, and recommend where appropriate, on the academic strategic direction and practices of the institution.</i> <i>Develop, monitor, review and maintain policies on academic matters including research conducted by staff.</i> <i>Consider proposals for new programmes.</i> <i>Approve programmes.</i> <i>Manage sub-committees as required, including:</i> <ul style="list-style-type: none"> <i>Defining delegations, roles, Terms of Reference (ToR) and membership.</i> <i>Receiving and acting on reports.</i> <i>Reviewing performance and effectiveness.</i> <i>Consider and report on any other academic matters which are referred to it by the Council or CE, or which the Board believes are of significant importance.</i>
RECOMMENDATION(S)	1. That the Academic Board report be received.
LINK TO ARA STRATEGY	High Performing Organisation.
KEY ISSUES IDENTIFIED	Note: TANZ partners harmonising academic policy and process.
FINANCIAL IMPLICATIONS FOR ARA	-
RISK IMPLICATIONS FOR ARA	-

1 Academic Policy Update

Policy is one mechanism to guide and ensure quality practice at Ara.

The following new policies were presented and approved:

- **APP706 Monitoring of Degrees and Postgraduate Qualifications**

This is an update to current settings to provide assurance that programmes consistently meet the criteria for approval including post-graduate programmes.

- **APP808 Adjunct Roles**

To define the circumstances in which the title Adjunct can be awarded, the expectations of the role, the approval and appointment process. With the addition of post-graduate delivery we more frequently need expertise outside the organisation for example supervision support for a student in a specialist area. This policy provides the settings for how to achieve this.

- **APP809 Honorary Awards**

To recognise the achievements of past Ara graduates, employees or members of the community by conferring an Honorary degree. The policy defines the circumstances and processes for awarding the degree.

The Council can now consider awarding these degrees. A new policy APP513 Work Integrated Learning was presented. Board members requested further awarding information before making final decisions. They are typically used to honour particular contributions for example to industry. Their award confers honour to the person and often reputational lift to the organisation. This policy provides the expected process for work integrated learning at Ara and how it should be organised. This is to ensure high quality learning as well as attending to matters such as health and safety role clarity.

The Teaching and Learning Committee (TLC) Terms of Reference were reviewed and approved. The sub-committee of Academic Board is now more governance.

2 TANZ Update

There are three work streams identified across TANZ to implement the next stages of academic harmonisation. The object of the work is to lift staff capability and get efficiencies by sharing the expertise, development and delivery costs.

- Assessment policy – shared policy and guidance material production.
- Having a shared moderation process to lift quality and lower cost.
- Development of micro-credential courses on assessment for staff and the wider market.

A report on the Formal Observation process was received and discussed. This is when teachers are observed, given feedback on the quality of teaching and a rating. The Board noted the positive outcomes identified, the majority of staff observed rated very well. Managers follow up with professional development and learning for staff needing to improve their practice. The groups of observers were praised for their all their hard work and flexibility they have demonstrated throughout the process. All level 400 managers are being trained to be developmental observers. This provides for more frequent observations as part of staff development.

4 Programme Approval

The Postgraduate Certificate in Professional Supervision NZQA panel visit is set for 17 May 2018. This is a new qualification for Ara Institute of Canterbury and is expected to attract students from health, social work, education, justice. Many professions are required to have supervision regularly and there is a demand for qualified supervisors.

Gas fitting and Exercise programmes have been submitted to NZQA for approval.

Ara Council 1 May 2018	Agenda Item	10.3b
		Information Item
PUBLIC	Presented by	J Hunter

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Council Sub-Committee Reports
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> Public record of the formal Ara Sub-Committee Council meetings, held for the Council Audit and Risk Committee and the Council Campus Redevelopment Committee in April 2018.
ARECOMMENDATION(S)	<p>That Council:</p> <ol style="list-style-type: none"> Receive the unconfirmed minutes of the meeting of the Council Audit and Risk Committee on 6 April 2018 and note the resolutions contained. Receive the unconfirmed minutes of the meeting of the Council Campus Redevelopment Committee on 17 April 2018 and note the resolutions contained.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

Council Audit and Risk Committee

Minutes of a meeting of the Council Audit and Risk Committee held on Friday 6 April 2018 at 10.00am in Room L233.

Welcome

Michael Rondel (Chair) welcomed the Committee, Murray Harrington and Sonja Healy (PwC) and Chris Genet (Audit NZ) to the meeting.

1 Attendance

1.1 Present

a Elected Members

Michael Rondel (MR) (Chair), John Hunter (JH) via teleconference, Elizabeth Hopkins (EH), Jeremy Boys (JB) via teleconference and Tony Gray (TG).

b Non-Voting Officers

Darren Mitchell (DM), Tracey McGill (TMG), Christina Yeates (Minute Secretary).

1.2 Apology

Nil.

1.3 In Attendance

Emma Henshall (Finance Manager), Murray Harrington, Sonja Healey (PwC) and Chris Genet (Audit NZ).

2 Confirmation of Minutes

*It was **resolved** that the Minutes of the Council Audit and Risk Committee meetings held on 12 March 2018 be approved as a true and accurate record of the proceedings of that meeting, and be signed by the Chair accordingly.*

E Hopkins / J Boys

Carried

3 Action List / Matters Arising

Nil.

4 Public Excluded

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

Chair

Carried

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

- | | | |
|-----|--|-------------|
| 4.1 | Minutes of the meeting held on 12 March 2018 | [s9(2) (i)] |
| 4.2 | Matters Arising | [s9(2) (i)] |

4.3	Audit NZ – verbal update on 2017 Audit	[s9(2) (i)]
4.4	Annual Accounts	[s9(2) (i)]
4.5	Key Risk Register Update	[s9(2) (i)]

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:

- *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

The Council moved back into open meeting.

5 Next Meeting

16 May 2018

The meeting concluded at 11.10am.

Ara Council Campus Redevelopment Committee Minutes

17 April 2018

Minutes of a meeting of the Ara Council Campus Redevelopment Committee held on Tuesday 17 April 2018 at 1.30pm in Room G202, Te Kei, City Campus.

1 Welcome

The Acting Chair opened the meeting welcoming the Committee.

2 Meeting Business

2.1 Attendance

a Voting Members

Janie Annear (JA) (Acting Chair) via videoconference, Stephen Collins (SC) and Tony Gray (TG).

b Non-Voting Members

Tracey McGill (Council Secretary) (TM).

c In Attendance

Colin King (Manager, Project Office) (CK), Dave Lang (Project Director/Project Manager) (DL) and Christina Yeates (Minute Secretary).

2.2 Apologies

John Hunter (JH) (Chair) and Darren Mitchell (DM).

3 Disclosure of Conflicts of Interest

Nil.

4 Confirmation of Minutes

4.1 Minutes of Council Campus Redevelopment Committee meeting of 20 February 2018

*It was **resolved** that the Minutes of the Council Campus Redevelopment Committee meeting held on 20 February 2018 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

J Hunter (via email prior to the meeting)/ J Annear

Carried

4.2 Business Arising out of the meeting

Nil.

5 General Business

Nil.

6 Public Excluded

1.35pm

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

J Annear/S Collins

Carried

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

6.1	Minutes of Meetings of 20 February 2018 – Public Excluded	[s9(2)(f),(i),(j)]
6.2	Business Arising from previous Public Excluded Minutes	[s9(2)(i)(j)]
6.3	Project Management Office Capital Works Programme Report	[s9(2)(i)(j)]
	a) Individual Projects Update	
	b) Health and Safety	
	c) K Block Final Account Summary	
	d) G Block Final Account Summary	
	e) Woolston – Proposed Settlement	

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 2.05pm.

READ AND CONFIRMED

Chair:

19 June 2018

Ara Council 1 May 2018	Agenda Item	10.4
		Information Item
PUBLIC	Presented by	T McGill

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Affixing of the Common Seal (1 November 2017 to 1 May 2018)
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> Public record of the quarterly report provided to the Ara Council recording the number and type of document to which the common seal has been added. This includes the list of degree and diploma documents signed and sealed by the Council Chair and Chief Executive for the Graduation ceremony held on 29 March 2018.
RECOMMENDATION(S)	That Council receive and note the contents of the report provided.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

Common Seal

The Ara policy on affixing the common seal calls for a quarterly report to the Council recording the number and type of document to which the common seal has been added.

Date	Document	Countersigned	Number
10 April 2018	Deed of Variation of Lease for Paxos House – OEDT and Ara	T Arseneau (Council Chair) Mike Newcombe (OEDT)	2

This report covers the period from 1 November 2017 to 1 May 2018 and includes the list of the degree and diploma documents signed and sealed by the Council Chair and Chief Executive for the Graduation ceremony held on 29 March 2018.

Graduation documents carrying the Ara Institute of Canterbury Common Seal issued for Graduation 29 March 2018

Qualification Title	Number Awarded
Bachelor of Applied Management	64
Bachelor of Applied Science	33
Bachelor of Architectural Studies	32
Bachelor of Broadcasting Communications	55
Bachelor of Design	70
Bachelor of Engineering Technology	23
Bachelor of Information and Communication Technologies	21
Bachelor of Language (Japanese)	5
Bachelor of Maori Language and Indigenous Studies (Te Ohoka)	5
Bachelor of Medical Imaging	35
Bachelor of Midwifery	19
Bachelor of Music Arts	24
Bachelor of Nursing	113
Bachelor of Performing Arts	23
Bachelor of Social Work	49
Bachelor of Sustainability and Outdoor Education	16
Diploma in Accounting	17
Diploma in Beauty Therapies and Epilation	3
Diploma in Broadcasting Communications	2
Diploma in Business	26
Diploma in Childbirth Education	1

Qualification Title	Number Awarded
Diploma in Computer Aided Design	1
Diploma in Computer Networking	16
Diploma in Computing	5
Diploma in Environmental and Outdoor Leadership	4
Diploma in Fashion Technology and Design	10
Diploma in Human Resource Management	8
Diploma in Information and Communications Technology	21
Diploma in Interior Design (Residential)	37
Diploma in Japanese	1
Diploma in Māori Studies (Te Hāpara)	2
Diploma in Marketing	7
Diploma in Musical Arts	1
Diploma in Outdoor Instruction and Management	1
Diploma in Tertiary Learning and Teaching	5
Graduate Diploma in Accounting	11
Graduate Diploma in Applied Management	22
Graduate Diploma in Business Information Systems	3
Graduate Diploma in Business Transformation and Change	1
Graduate Diploma in Computer Aided Design	16
Graduate Diploma in Event Management	5
Graduate Diploma in Health	1
Graduate Diploma in Hospitality Management	6
Graduate Diploma in Human Nutrition	1
Graduate Diploma in Human Resource Management	6
Graduate Diploma in Information and Communication Technologies	17
Graduate Diploma in Laboratory Technology	9
Graduate Diploma in Nursing	2
Graduate Diploma in Operations and Production Management	24
Graduate Diploma in Personal Financial Planning	1
Graduate Diploma in Physical Activity, Health and Wellness	2
Graduate Diploma in Project Management	20
Graduate Diploma in Retail Management	4
Graduate Diploma in Sales and Marketing	9
Graduate Diploma in Sport Management	1
Graduate Diploma in Sports and Exercise Science	1
Graduate Diploma in Supply Chain Logistics	14
Graduate Diploma of Information Design	7
New Zealand Diploma in Agribusiness Management	14
New Zealand Diploma in Applied Science	2
New Zealand Diploma in Architectural Technology	12
New Zealand Diploma in Business	19
New Zealand Diploma in Construction	21
New Zealand Diploma in Cookery (Advanced)	70

Qualification Title	Number Awarded
New Zealand Diploma in Digital Media and Design	1
New Zealand Diploma in Engineering	34
New Zealand Diploma in Enrolled Nursing	1
New Zealand Diploma in Hospitality Management	17
New Zealand Diploma in Information Technology Technical Support	12
New Zealand Diploma in Veterinary Nursing	23
New Zealand Diploma in Web Development and Design	10
Postgraduate Certificate in Health Science	1
Postgraduate Diploma in Health Science	5
Total	1180

Tracey McGill
Council Secretary

2018 Council Work Programme

as at 19 April 2018

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

September	19	Council Audit and Risk Committee Meeting	
	21	Spring Graduation Ceremony (10am)	
	25	Council Workshop (Chch) Workshop (2) Learning Delivery and Products	
October	?	Chief Executive Remuneration and Performance Review Committee	
	16	Council Campus Redevelopment Committee Meeting	
	30	Council Meeting (ChCh) <ul style="list-style-type: none"> • Report on Affixing of Common Seal • Risk Management Framework – Quarterly Report • Annual Report 2018 – content/format • Health and Safety Manager Report • Health and Safety Walkabout • Pasifika Strategy Report • Kaiārahi Report 	
November	1	Full Academic Board	
	27	Council Workshop (ChCh) Workshop (3) People Capability and Adaptability	
December	11	Council Meeting (if required) <ul style="list-style-type: none"> • 2018 Budget – Sign off 	
	12	Council Campus Redevelopment Committee Meeting (if required)	
	13	Council Audit and Risk Committee Meeting	

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

Waitangi Day – Tues 6 Feb

Good Fri – 30 Mar

Easter Mon – 2 April

Easter Tue – 3 April

ANZAC Day – Wed 25 Apr

Queen’s Birthday – Mon 4 Jun

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

Labour Day – Mon 22 Oct

Canterbury Anniversary/Show Day – Fri 16 Nov

Christchurch Location: Room G202, Council Room, Te Kei

Timaru Location: Room TA210, Boardroom, Timaru Campus.

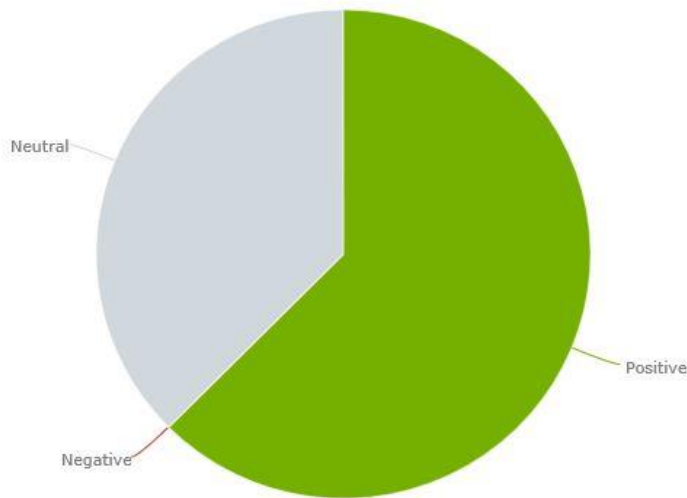
March 2018 highlights:

7 media releases produced (sent out to media)

16 mentions in the media (independent media coverage)

11 media queries (questions from media)

Sentiment: negative 0, neutral 5, positive 9



Date	Headline	URL	Publication	Reach	Sentiment
22-Mar-2018	Volunteering work setting Ara student up for success	https://livenews.co.nz/2018/03/22/volunteering-work-setting-ara-student-up-for-success/	LiveNews.co.nz	695	Positive
22-Mar-2018	Old-growth Canadian cedar 'at risk from Kiwi importers'	https://www.stuff.co.nz/business/102421365/old-growth-canadian-cedar-at-risk-from-kiwi-importers	Stuff.co.nz - Business Day	161,964	Positive
20-Mar-2018	毕业三年内年薪达六万 在新西兰学习兽医专业有何优势 ?	http://www.chinesenzherald.co.nz/news/education/terinary-medi-courses-in-new-zealand/	Chinese NZ Herald	31,289	Positive
19-Mar-2018	新西兰的理工学院都是“野鸡”？别一竿子打死十六所学校	http://www.chinesenzherald.co.nz/news/education/institutes-of-technology-and-polytechnics/	Chinese NZ Herald	31,289	Neutral
19-Mar-2018	Transport and logistics open day at Levels Raceway ahead of new Ara course	https://www.stuff.co.nz/timaru-herald/news/102390587/transport-and-logistics-open-day-at-levels-raceway-ahead-of-new-ara-course	The Timaru Herald	6,966	Positive
16-Mar-2018	Jacinda Ardern says Labour lawyer available to all sex assault complainants as she acknowledges third alleged incident involving her party	https://www.tvnz.co.nz/one-news/new-zealand/jacinda-ardern-says-labour-lawyer-available-all-sex-assault-complainants-she-acknowledges-third-alleged-incident-involving-her-party	TVNZ	636,491	Positive
16-Mar-2018	More Women Encouraged to Enter the Trades	http://business.scoop.co.nz/2018/03/16/more-women-encouraged-to-enter-the-trades/	Business Scoop	1,735	Positive
16-Mar-2018	More Women Encouraged to Enter the Trades	http://www.scoop.co.nz/stories/BU1803/S00491/more-women-encouraged-to-enter-the-trades.htm	Scoop	129,136	Positive
13-Mar-2018	Hundreds attend Christchurch Student Welcome	http://www.voxy.co.nz/national/5/305778	Voxy.co.nz	14,007	Positive
13-Mar-2018	Hundreds attend Christchurch Student Welcome	http://www.scoop.co.nz/stories/AK1803/S00320/hundreds-attend-christchurch-student-welcome.htm	Scoop	129,136	Positive
10-Mar-2018	Bailing out a failing polytechnic	https://www.stuff.co.nz/timaru-herald/news/national/101908959/What-went-wrong-at-Tai-Poutini-Polytech-New-Zealands-worst-polytechnic	The Timaru Herald	6,966	Neutral
10-Mar-2018	What went wrong at Tai Poutini Polytech - New Zealand's worst polytechnic	https://www.stuff.co.nz/national/education/101908959/what-went-wrong-at-tai-poutini-polytech--new-zealands-worst-polytechnic	Stuff.co.nz - National	437,809	Neutral
10-Mar-2018	What went wrong at Tai Poutini Polytech - New Zealand's worst polytechnic	http://www.stuff.co.nz/national/education/101908959/what-went-wrong-at-tai-poutini-polytech--new-zealands-worst-polytechnic	Stuff.co.nz	2,592,729	Neutral
8-Mar-2018	Student numbers jump at Hamilton, Napier and Nelson polytechnics, but fees-free policy falls flat elsewhere	http://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12008838	The New Zealand Herald	1,945,501	Neutral
6-Mar-2018	Christchurch businesses benefit from attending Lantern forum	http://business.scoop.co.nz/2018/03/06/christchurch-businesses-benefit-from-attending-lantern-forum/	Business Scoop	1,735	Positive
6-Mar-2018	Christchurch businesses benefit from attending Lantern forum	http://www.scoop.co.nz/stories/BU1803/S00165/christchurch-businesses-benefit-from-attending-lantern-forum.htm	Scoop	129,136	Neutral
	Offline coverage - generated in March, published in April				
	Ashburton Guardian	CRFU scholarship recipient			
	NorWest News	Pasifika scholarship winner			
	Western News	Graduation speaker TBC			

Commentary: Engagement with the Timaru Courier editor is predicted to increase coverage. Most coverage of Ara this month

Media produced by Ara -

<http://www.ara.ac.nz/news-and-events/news>

Second time's a charm- Scholarship supports adult learner	28-Mar	http://www.ara.ac.nz/news-and-events/news/second-times-a-charm-scholarship-supports-adult-learner	story photo	Medical Imaging Pasifika
Scholarships engage CRFU players in studying	28-Mar	http://www.ara.ac.nz/news-and-events/news/six-scholarships-engage-crfu-players-in-studying	story photo	CRFU
A very kiwi rockstar – Michael Morris on touring	22-Mar	http://www.ara.ac.nz/news-and-events/news/a-very-kiwi-rockstar-michael-morris-on-touring	story photo video	Creative/ Music Arts
Volunteering work setting Ara student up for success	21-Mar	http://www.ara.ac.nz/news-and-events/news/volunteering-work-setting-ara-student-up-for-success	story photo	Engineering Trades Electrical
Ara invests into Electrical Training at Timaru	20-Mar	http://www.ara.ac.nz/news-and-events/news/ara-invests-into-electrical-training-at-timaru	story photo	South canterbury
More women encouraged to enter the Trades	16-Mar	http://www.ara.ac.nz/news-and-events/news/more-women-encouraged-to-enter-the-trades	story photo	Trades
Canadian first nation group at Te Puna Wanaka	13-Mar	http://www.ara.ac.nz/news-and-events/news/canadian-first-nation-group-at-te-puna-wanaka	story photo	TPW