
Agenda (Part I)

Venue: UCOL, Manawatū Campus, Room: 3.0.02

11.00am

Procedural Note:

1. Council has the ability to make its 'own' procedures and has adopted Model Standing Orders for Meetings of Public Bodies (MP 9204:1993) with Sections 2.24.8, 2.24.9 and 2.24.10 replaced by its own procedure.
2. The Council Chair presides throughout the meeting and at law has the right to cast both a deliberative vote and a casting vote.
3. Council has agreed to shift meeting facilitation to a Committee Chair if the matter is the province of that Committee.
4. Voting shall be decided by majority of Council members present (who are eligible to vote).

Paper	Business		Page
1.	Apologies		
2.	Disclosures of Interest (Part I)	Decision	
3. 80/19	Confirmation of Minutes (Part I) of 26 June 2019	Approval	3
4.	Matters Arising	Information	
5.	Chairperson's Report	Information	
6. 81/19	Finance Report	Information	7
7. 82/19	Academic Report	Information	9
8. 83/19	Safety and Wellbeing Report	Information	16
9.	Items for Next Agenda (Part I)		
10.	General Business		
11.	Part II: Supplementary Matters		

Next Meeting: Tuesday, 27 August 2019, Whanganui Campus

SCHEDULE 2A, SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

1. The Council Chair recommends that the public be excluded from the following parts of proceedings, namely, agenda items [12] to [27].

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act, and the interests protected under Section 9 of the Official Information Act 1982, for the passing of this resolution are as follows:

General subject of each matter to be Considered	Reason for passing this Resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this Resolution
Standing Matters Confirmation of Part II Minutes – 26 June 2019 Matters Arising - Part II Action List of 26 June 2019 - Council Reporting and Key Events Calendar	Result in disclosure of matters that Council had decided it had good reasons for withholding	For those reasons identified by the Council in its meeting on 28 November 2018
Information Papers - Finance Report - Bi-Monthly Property Report - Graduate Destination Survey Results – 2018 Graduates - Bi-Monthly Safety and Wellbeing Report - Programme Fee Approval Requests - Chairperson's Report - Draft Constitution for UCOL Council - Chief Executive's Report	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2) (g); (i) and (j) of the Official Information Act 1982
Inwards Correspondence Letter from OAG to the Minister – UCOL's Audit 2018	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2) (g); (i) and (j) of the Official Information Act 1982
Supplementary Matters	Identify and describe appropriate ground generally under Section 9 of the Official Information Act except Section 9(2)(g); (i) and (j)	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2) (g); (i) and (j) of the Official Information Act 1982
General Business	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2) (g); (i) and (j) of the Official Information Act 1982
Council Matters Standing Matters	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2) (g); (i) and (j) of the Official Information Act 1982

This Resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest(s) protected by Section 6 or Section 7 of that Act or Section 6 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public (give particulars).

The Council Chair moves that the following members of the public remain for Part II being staff of the institution who are not Council members, namely: Dr Lynn, B. Trott (Papers 87/19 and 88/19), Ms Gianetta Lapsley (Paper 89/19), Ms Sylvie Hickton (Paper 90/19), Dr Arthur Chin (Paper 91/19) and Mrs P. Birchall (Minute Secretary).

Note: Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides that every resolution to exclude the public shall be out at a time when the meeting is open to the public and the text of that resolution (or copies thereof) shall:

- Be available to any member of the public who is present; and
- Shall form part of the minutes of the local authority.

PART I MINUTES

The meeting was held at the UCOL Whanganui Campus

Room: E-2-15

The meeting started at 11.13am

Present: Ben Vanderkolk (Chairperson), Verne Atmore (Councillor), Annette Main (Councillor), Lyal French-Wright (Councillor).

In Attendance: Dr Amanda Lynn (Chief Executive), Paula Birchall (Minute Secretary) and selected UCOL Team members as per Schedule 2a.

Apologies: Leanne Southey (Councillor), Leonie Hapeta (Councillor), Lynette Bradnam (Councillor)

Welcome from the Chairman.

ITEM 1: Apologies

Apologies were received from:

- Leanne Southey
- Leonie Hapeta
- Lynette Bradnam

ITEM 2: Disclosures of interest in relation to Part I

There were no disclosures of interest.

ITEM 3: 66/19 - Confirmation of Minutes (Part I) of 29 May 2019

1/1 IT WAS MOVED (L. French-Wright) AND
SECONDED (A. Main) THAT THE PART I
MINUTES DATED 29 MAY 2019 BE ACCEPTED
AS A TRUE AND ACCURATE RECORD.

CARRIED

ITEM 4: Matters Arising

There were no matters arising.

ITEM 5: Chairperson's Report

Nil to report.

ITEM 6: 67/19 - Finance Report

1/2 IT WAS MOVED (L. French-Wright) AND
SECONDED (A. Main) THAT THE FINANCE
REPORT BE RECEIVED.

CARRIED

ITEM 7: 68/19 - Academic Report

1/3 IT WAS MOVED (L. French-Wright) AND
SECONDED (A. Main) THAT THE ACADEMIC
REPORT BE RECEIVED.

CARRIED

ITEM 8: 69/19 - Safety and Wellbeing Report

1/4 IT WAS MOVED (L. French-Wright) AND
SECONDED (A. Main) THAT THE SAFETY AND
WELLBEING REPORT BE RECEIVED.

CARRIED

ITEM 9: Items for Next Part I Agenda

There were no items noted for the next agenda.

ITEM 10: General Business**Akoranga Trust**

The Chief Executive agreed to follow up the appointment to the Akoranga Trust Board prior to their next meeting.

The Chair noted there were no members of the public or media present.

ITEM 11: Supplementary Matters for Part II

There were no supplementary matters for Part II.

Moving into Part II:

1/5 IT WAS MOVED (B. Vanderkolk) AND
SECONDED (V. Atmore) THAT THE MEETING
MOVE INTO PART II AS PER THE ATTACHED
SCHEDULE OUTLINING THE REASON FOR EACH
AGENDA ITEM.

CARRIED

Signed:

Date:

SCHEDULE 2A, SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

1. The Council Chair recommends that the public be excluded from the following parts of proceedings, namely, agenda items [12] to [26].

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act, and the interests protected under Section 9 of the Official Information Act 1982, for the passing of this resolution are as follows:

General subject of each matter to be Considered	Reason for passing this Resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this Resolution
Standing Matters Confirmation of Part II Minutes – 29 May 2019 Matters Arising <ul style="list-style-type: none">- Part II Action List of 29 May 2019- Council Reporting and Key Events Calendar	Result in disclosure of matters that Council had decided it had good reasons for withholding	For those reasons identified by the Council in its meeting on 28 November 2018
Information Papers <ul style="list-style-type: none">- Finance Report- Approval to Surrender Lease – 3-5 Taupo Quay, Whanganui- Security Review of Campuses- Communications Plan – RoVE- International Report- Drug and Alcohol and Health and Safety Policies- Chairperson's Report- Chief Executive's Report	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2)(g); (i) and (j) of the Official Information Act 1982
Supplementary Matters	Identify and describe appropriate ground generally under Section 9 of the Official Information Act except Section 9(2)(g); (i) and (j)	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2)(g); (i) and (j) of the Official Information Act 1982
General Business	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2)(g); (i) and (j) of the Official Information Act 1982
Council Matters Standing Matters	Enable the institution to carry on without prejudice or disadvantage commercial activities	Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2)(g); (i) and (j) of the Official Information Act 1982

This Resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest(s) protected by Section 6 or Section 7 of that Act or Section 6 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public (give particulars).

The Council Chair moves that the following members of the public remain for Part II being staff of the institution who are not Council members, namely: Dr Lynn, B. Trott (Papers 73/19, 74/19 and 75/19), P Handcock (Paper 75/19), Christine Beech (Paper 76/19), Dr Arthur Chin (Paper 77/19), Ms Sylvie Hickton (Paper 78/19) and Mrs P. Birchall (Minute Secretary).

Note: Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides that every resolution to exclude the public shall be out at a time when the meeting is open to the public and the text of that resolution (or copies thereof) shall:

- (a) Be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.

Part I

Paper 81/19: Finance Report Summary

1. Purpose

To present Council with the summarised results for the period ended 30 June 2019.

2. Summarised Finance Report

The 2019 financial year to date sees revenue and expenses that are positive to budget leading to a net surplus of \$18,465,000 which is ahead of budget by \$1,124,000.

May 2019	Note	2019 Year to Date Actual \$000	2019 Year to Date Budget \$000	Variance \$000
Revenue	1	\$41,740	\$41,467	\$273
Expenditure	2	\$23,275	\$24,126	\$851
Net surplus	3	\$18,465	\$17,341	\$1,124
Capital Expenditure	4	\$1,521	\$2,936	\$1,415
Working capital	5	241%	216%	25%
Cash In/Cash Out		120%	100%	21%
Current Monetary Assets (000's)	6	\$14,004	\$7,477	\$6,527
Debt/ Equity Ratio		3.8%	4.1%	0.4%

Notes:

- Revenue is ahead of budget due to the timing of enrolments.
- Expenditure is favourable to budget with a positive variance.
- Net Surplus is ahead of budget due to positive revenue and expense variances.
- CAPEX is behind budget.
- Working capital is ahead of budget due to current asset items being greater than budget, with the most significant item being Cash at Bank.
- Cash is better than budget due to the opening cash position and operating cashflows being more than budget.

4. Background

Nil to report.

5. Current Issue

Nil to report.

6. Options

Nil to report.

7. Recommendation

It is recommended that Council

1. **Receives** the Finance Report Summary for the year ended 30 June 2019.

Brian Trott, Chief Financial Officer on behalf of

Dr Lynn

Chief Executive

Date: 18 July 2019

Part I

Paper 82/19: Academic Report

1. Purpose

This report will focus on educational delivery and outcomes in consideration of UCOL's key strategic story and the ongoing Continuous Quality Improvement initiatives that support the strategic story.

2. Executive Summary

Activities of the Education and Applied Research (EAR) and Quality directorates and teams for June 2019 included: two degree monitor visits, Horowhenua campus open day, and 'Kick for the Seagulls' programme graduation. We are also working with the New Zealand Defence Force in relation to some personnel completing Assessment of Prior Learning to achieve credit towards awarding of a bachelor's degree through UCOL.

3. Background

There were two degree monitor visits in the month of June: Bachelor of Information and Communications Technology, and the Bachelor of Exercise and Sports Science. Positive verbal feedback was provided by both monitors and written reports are expected by August.

Our Horowhenua campus had a successful open day on the 14th of June, with a significant amount of interest in a number of programme areas. The Marketing team captured the attendees' intentions for studying, with automotive engineering being of high interest. In 2020 UCOL will trial running the New Zealand Certificate in Automotive Engineering Level 3 programme using a Horowhenua high school's workshop, educational spaces and facilities. This will help determine regional interest and whether to proceed with a programme offering in permanent facilities.

The Executive Director, Education and Applied Research had a meeting with Dr Helen Clayson, a General Practitioner who has moved to New Zealand from the United Kingdom. Helen is interested in conducting research around singing and chronic obstructive pulmonary disease (COPD) in Māori people. For this research she would like to use the Te Amorangi Wharenuī (Wairarapa campus) to conduct music and singing lessons. This is an opportunity for stakeholders to lead a research project and

staff to get involved and contribute to a future Performance Based Research Fund (PBRF) output.

The New Zealand Certificate in Foundation Skills Level 2, Kick for the Seagulls programme's first graduation occurred on the 7th of June at the Manawātū Prison. The graduates who completed the 17 week programme were presented with their qualification award and NCEA Level 2 (for those eligible). Feedback from the men was very positive and one stated he would be attending UCOL as soon as he was released from prison as he had enjoyed the programme so much.

The Education and Applied Research and Quality Directorates are currently working with the New Zealand Defence Force (NZDF) regarding personnel being assessed for award of credit through prior learning and then enrolling at UCOL to complete either a Bachelor of Applied Management (BAM) or Bachelor of Information and Communications Technology (BICT). A relationship agreement is being established for UCOL to become the sole provider of BAM and BICT degrees to NZDF. While Assessment of Prior Learning (APL) is unique to individuals and the ability to reduce processing costs is limited, UCOL is considering cohort-based fees discounts for study enrolment where threshold numbers are met.

A paper will be presented to Council for approval of the fees discount, and pending this approval this would be in place for 2020 for a group of 17 NZDF personnel who are currently undergoing profiling and self-assessment at the beginning of the APL process. We are pleased with how well our APL processes and services and the institution has been able to respond, given that the NZDF proposal for the group of 17 was first discussed at a meeting with them only on the 18th of June. Profiling and self-assessment for the group is underway.

The Manaaki Akonga Scholarship processes were refreshed, and the Trade Up Scholarship processes were developed and introduced during June to implement funding approved by Council in May. The former were last offered in 2017, to support applicants otherwise eligible for TEC Māori and Pacific Peoples Trade Training (MPTT) funding but where all MPTT places had already been allocated, enabling UCOL to continue to address equity of access issues to trades training and careers for eligible Māori students. The Trade Up Scholarship (also trades focused) conditions are to assist with access for learners wanting to re-enter trades education, or a career changer entering trades education where there is a financial barrier. TEC Youth Guarantee (YG) funding and Fees Free funding means that there is already assistance with fees. However, where the Fees Free allocation of 1.0 ECTS has been used, or the applicant is too old for YG eligibility, the Trade Up Scholarship will assist students to complete qualifications and move to employment quicker.

The Quality Directorate worked with the Business Development / International team to collate the required evidence requested by Urban Vocational College of Sichuan (UVCS) to enable them to apply to the relevant authorities in China for approval of a relationship with UCOL and programmes to be offered (English Language, and Early Childhood Education and Care Training Schemes). This included providing external

evidence of UCOL's status and authority. Being a New Zealand government funded and quality assured tertiary educational institution is valued highly by UVCS and is a strong reason for why they are working with us. The first Training Schemes (English Language) designed for the relationship have been submitted to NZQA for Training Scheme approval and accreditation which is expected by September.

The Academic Approvals Committee (Sub-Committee of Academic Board) considered a substantial number of new programmes for internal approval at the June meeting. This included the aforementioned Training Schemes for UVCS, and the new Bachelor of Applied Science – Laboratory Science Level 7, including changes to the New Zealand Diplomas in Applied Science Level 5 and Level 6 which make up the first and second year of the degree. NZQA panel visits for approval and accreditation will occur for this degree and the new Bachelor of Social Services Level 7 in Semester 2 2019. Both are planned to be delivered from Semester 1, 2019.

The Academic Board meeting in June was carried over to July (due to the May meeting being held late in that month).

4. Current Issue

Nil to report.

5. Options

Nil to report.

6. Recommendation

It is recommended that Council

1. **Receives** the Academic Report.
2. **Notes** the Minutes for the May 2019 Academic Board meeting.

Dr Jerry Shearman and Gianetta Lapsley on behalf of

Dr Lynn

Chief Executive

Date: 18 July 2019

Attachments

Appendix I - Academic Board Minutes (May 2019)

Academic Board Meeting

24 May 2019

MINUTES

Room 3.0.02, Palmerston North Campus

Present: Dr Lynn, Chief Executive (Chair); Ms Gianetta Lapsley, Executive Director Quality; Ms Jane Barton, Director Academic Development, Dr Jerry Shearman, Executive Director Education and Applied Research, Dr Nicky Van der Bergh, Executive Director Student Success, Mr Danny Reilly Executive Dean, Faculty of Engineering and Applied Technologies, Mr Dean Rankin Executive Dean, Faculty of Humanities and Business and Chair Research Committee; Ms Penny O’Leary, Executive Dean Faculty of Health Science; Mr Lindsay Tamblyn, Head of School Construction and Engineering; Dr Bridget Percy Head of School Education, Ms Lesley Baylis, Programme Leader Nurse Education, Whanganui; Mr Teina Mataira, Director, Māori and Pacific Peoples Education; Ms Trish Morison, Senior Lecturer Nurse Education, Wairarapa.

In Attendance: Mrs Mel Jones (Academic Advisor), Mrs Paula Birchall, Senior Assistant to CE (Minute Taker).

Apologies: Ms Sue Ireland, Head of School Applied Science and Allied Health

ITEM 1: STANDING MATTERS

Apologies

Apologies were noted for:

- Ms Sue Ireland, Head of School Applied Science and Allied Health.
- A late apology was noted for Dr Jerry Shearman.

31/19 - Confirmation of the Academic Board Minutes dated 9 April 2019

1. IT WAS MOVED (L. Baylis) AND SECONDED (G. Lapsley) THAT THE MINUTES DATED 9 APRIL 2019 BE ACCEPTED AS A TRUE AND ACCURATE RECORD.

CARRIED

Dr Jerry Shearman arrived @ 10.16am

Matters Arising

32/19 - Action List as of April 2019

The action list was discussed and updated.

Item # 1

- Ms Gianetta Lapsley tabled a summary on Academic Entry Requirements – Applicants Aged 20 and Above - a lengthy discussion followed.
- Ms Gianetta Lapsley to make the data available so it can be mined, forward it on to the Teams to discuss what has been found so far and receive their feedback on the meaningfulness of the data.
- Potential Research Project – Focus to be on the two programmes that originated from the action (MIT and Nursing) it can then be extended out. It was suggested this could be a pilot project and UCOL could seek funding.
- A discussion is required in regards to the size of our data set. Consider looking at another ITP who would be willing to do this with us on a collaborative basis which would then give us a different data set.

Action:

Dr Lynn, Dr Jerry Shearman, Ms Penny O’Leary and Ms Gianetta Lapsley are to meet and discuss the potential Research project further.

2. IT WAS MOVED (P. O’Leary) AND SECONDED (N. Van der Bergh) THAT THE ACADEMIC ENTRY REQUIREMENTS – APPLICANTS AGED 20 AND ABOVE REPORT BE RECEIVED.

CARRIED

3. IT WAS MOVED (D. Rankin) AND SECONDED (D. Reilly) THAT THE ACTION LIST BE RECEIVED.

CARRIED

ITEM 2: DECISIONS

Nil

ITEM 3: DISCUSSION PAPERS

33/19 – Student Discipline Statute (Non-Academic) 2019

Key discussion points:

- New Student Discipline Statute (Non-Academic) has been rewritten by Matthew McClelland and provided to the Academic Board for insights and feedback.
- It was suggested a flowchart on the process of investigation might be helpful
- 4.1 (f) – wonder if ‘Delegate’ could be added, room to appoint a third party.
- 4.1 (k) (i) (2) – the word ‘hat’ to be deleted.
- 4.1 (n) – we are accredited to deliver on other sites, consider including ‘anywhere the teaching and learning takes place’.
- It was noted that Student Success could use clauses 6.1 and 6.2 and build them into

the student orientation / on-boarding process.

- 8.5 - Dr Lynn to ask Mr McClelland to build into the Statute the logging of the interaction to show that the matter was resolved by way of a report to the Executive Dean - what happened, that it has been investigated, what was found and how the outcome was determined.
- Ms Lapsley to forward through some more detailed comments by the end of the week.
- Comments/Feedback will be sent on to Mr McClelland, once amended, the Statute will go through the appropriate consultation process.

4. IT WAS MOVED (L. Tamblyn) AND SECONDED (N. Van der Bergh) THAT THE STUDENT DISCIPLINE STATUTUE (NON-ACADEMIC) 2019 BE RECEIVED.

CARRIED

34/19 – Literacy and Numeracy Improvement for UCOL’s Students

- The paper was presented as a refresher on what Literacy and Numeracy Improvement at UCOL is and provides some background information for the Board.
- Interviews for the new Literacy and Numeracy Leader have taken place and hoping to have an appointment made soon.

5. IT WAS MOVED (J. Shearman) AND SECONDED (D. Reilly) THAT THE LITERACY AND NUMERACY IMPROVEMENT FOR UCOL’S STUDENTS REPORT BE RECEIVED.

CARRIED

ITEM 4: REPORTING

35/19 - FBEI Health and Sciences Report and Minutes dated 22 March 2019

6. IT WAS MOVED (J. Barton) AND SECONDED (T. Mataira) THAT THE FBEI HEALTH AND SCIENCES REPORT AND MINUTES DATED 22 MARCH 2019 BE RECEIVED.

CARRIED

36/19 - FBEI Humanities and Business Minutes dated 3 April 2019

Key discussion:

- The minutes highlighted the NZQA Audit - NZ Diploma in Business. There are some recommendations to follow up but overall a very positive result. Mr Rankin acknowledged and thanked the CAS team for their support.

7. IT WAS MOVED (L. Baylis) AND SECONDED (J. Barton) THAT THE FBEI HUMANITIES AND BUSINESS MINUTES DATED 3 APRIL 2019 BE RECEIVED.

CARRIED

37/19 - FBEI Engineering & Applied Technologies Report and Minutes dated 27 March 2019

8. IT WAS MOVED (P. O’Leary) AND SECONDED (D. Rankin) THAT THE FBEI ENGINEERING AND TECHNOLOGY REPORT AND MINUTES DATED 27 MARCH 2019 BE RECEIVED.

CARRIED

38/19 - Academic Approvals Committee Minutes dated 26 March 2019

9. IT WAS MOVED (J. Shearman) AND SECONDED (L. Baylis) THAT THE ACADEMIC APPROVALS COMMITTEE MINUTES DATED 26 MARCH 2019 BE RECEIVED.

CARRIED

39/19 - Research and Knowledge Transfer Committee

- The Chair acknowledged and congratulated the team on the PBRF result.
- Powerhour Session – Dr Shearman asked if Board members could make an effort to attend Powerhour Sessions - changed the timing and days to ensure get as much attendance as can.

10. IT WAS MOVED (L. Tamblyn) AND SECONDED (G. Lapsley) THAT THE RESEARCH AND KNOWLEDGE TRANSFER COMMITTEE MINUTES DATED 20 MARCH 2019 BE RECEIVED.

CARRIED

ITEM 5: INFORMATION PAPERS

Nil

ITEM 6: CORRESPONDENCE

Nil

ITEM 7: GENERAL BUSINESS

There were no items of general business.

The meeting closed at 11.17am.

Part I

Paper 83/19: Safety and Wellbeing Report

1. Purpose

This report is provided to assist Council in the discharge of their responsibilities enabling them to exercise their due diligence under the Health and Safety at Work Act 2015.

2. Executive Summary

Below is the monthly update for Risk Management, the Wellbeing Programme and Notifiable, Illnesses, Incidents and Events.

3. Background

3.1 Risk Management

UCOL has continued to work through the implementation of the changes recommended by the internal security review. The trial of 30 personal alert 'SOS' pendants is due to get underway, with the first shipment of pendants arriving early July.

3.2 Wellbeing Initiatives

During the month of June, the following initiatives have been implemented:

- The Central Districts Cancer Society delivered an interactive display which illustrated the fast-paced effects of bowel cancer on the colon. Information on prevention and treatment was also provided, alongside the interactive display.
- Student Success carried out a week of events commemorating Matariki and Puanga. Included in the celebrations was a market day, education sessions and tutorials about how to make fried bread, a hangi, the Cosmodome, Waiaata sessions, a student garden and a Māori Movement session.
- Student success also facilitated a visit from 'Canine Friends' dog therapy group. This was received positively by all campus users and has been scheduled to return later in the year for staff.

3.3 Notifiable Injuries, Illnesses, Incidents and Events

There have been no notifiable events over this month.

4. Current Issues

Nil to report.

5. Options

Nil to report.

6. Recommendation

It is recommended that Council:

1. **Receives** the Safety and Wellbeing Monthly Report for the period ended 30 June 2019.

Sylvie Hickton, Health and Safety Manager on behalf of
Dr Lynn
Chief Executive

Date: 18 July 2019