Agenda (Part I)

Venue: Horowhenua Cultural and Community Centre, Levin
Room: Education Suite
10.15am

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).

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<th>Paper</th>
<th>Business</th>
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<td>10.</td>
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<td>11.</td>
<td>Part II: Supplementary Matters</td>
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Next Meeting: Wednesday, 26 June 2019, Whanganui Campus
Universal College of Learning
Te Pāe Mātauranga ki Te Ao

Agenda (Part I)

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:

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<td>Confirmation of Part II Minutes – 1 May 2019</td>
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<td>Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and Section 9(2)(i)(h) and (j) of the Official Information Act 1982</td>
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<td>Part II Action List of 1 May 2019</td>
<td>Identify and describe appropriate ground generally under Section 9 of the Official Information Act except Section 9(2)(g); (i) and (j)</td>
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<tr>
<td>Council Reporting and Key Events Calendar</td>
<td>Enable the institution to carry on without prejudice or disadvantage commercial activities</td>
<td>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</td>
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<td>Inwards Correspondence</td>
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<td>Letter from UCOL to UIL Shareholder</td>
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<td>Bi-Monthly Safety and Wellbeing Report</td>
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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 (Paper 60/19), Teina Mataira (Paper 64/19), Minute Secretary (P. Birchall).

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.
Council Meeting
1 May 2019

PART I MINUTES

The meeting was held in Room L-01. Wairarapa Campus.
The meeting started at 11.05am

Present: Leanne Southey (Chairperson), Verne Atmore (Councillor), Annette Main (Councillor), Lyal French-Wright (Councillor), Pamela Jefferies (Councillor)

In Attendance: Dr Amanda Lynn (Chief Executive), Brian Trott (Chief Financial Officer), and Paula Birchall (Minute Secretary)

The Chair welcomed Lyal French-Wright to the meeting.

ITEM 1: Apologies
Apologies were received from:
• Ben Vanderkolk
• Leonie Hapeta
• Lynette Bradnam

1/1 IT WAS MOVED (V. Atmore) AND SECONDED (P. Jefferies) THAT THE APOLOGIES BE RECEIVED.

CARRIED

ITEM 2: Disclosures of interest in relation to Part I
There were no disclosures of interest.

ITEM 3: 37/19 - Confirmation of Minutes (Part I) of 27 March 2019

1/2 IT WAS MOVED (A. Main) AND SECONDED (V. Atmore) THAT THE PART I MINUTES DATED 27 MARCH 2019 BE ACCEPTED AS A TRUE AND ACCURATE RECORD.

CARRIED
ITEM 4: Matters Arising
There were no matters arising.

ITEM 5: Chairperson’s Report
There were no items to report.

ITEM 6: 38/19 - Finance Report

1/3 IT WAS MOVED (V. Atmore) AND SECONDED (A. Main) THAT THE FINANCE REPORT BE RECEIVED.
CARRIED

ITEM 7: 39/19 - Academic Report

1/4 IT WAS MOVED (P. Jefferies) AND SECONDED (V. Atmore) THAT THE ACADEMIC REPORT BE RECEIVED; AND NOTE THE FEBRUARY AND MARCH ACADEMIC BOARD MINUTES.
CARRIED

ITEM 8: 40/19 - Safety and Wellbeing Report

1/5 IT WAS MOVED (A. Main) AND SECONDED (P. Jefferies) 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
There were no items of General Business.

ITEM 11: Supplementary Matters for Part II
There were no supplementary matters for Part II.

Moving into Part II:

1/6 IT WAS MOVED (L. Southey) AND SECONDED (A. Main) THAT THE MEETING MOVE INTO PART II AS PER THE ATTACHED SCHEDULE
OUTLINING THE REASON FOR EACH AGENDA ITEM.

CARRIED

Signed:

Date:
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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:

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<td></td>
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<tr>
<td>- Use of the Common Seal</td>
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<td>- Finance Report Summary</td>
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<td>- Property Report</td>
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<td>- Domestic and International Tuition Fees Setting for 2020</td>
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<tr>
<td>- Chief Executive’s Report</td>
<td></td>
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<tr>
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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 45/19, 46/19 and 47/19), Arthur Chin (Paper 48/19), Minute Taker (P. Birchall).

**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:

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Part I

Paper 53/19: Finance Report Summary

1. Purpose
   To present Council with the summarised results for the period ended 30 April 2019.

2. Summarised Finance Report
   The 2019 financial year to date sees revenue and expenses that are adverse to budget leading to a net surplus of $21,680,000 which is behind budget by $1,285,000.

<table>
<thead>
<tr>
<th>April 2019</th>
<th>Note</th>
<th>2019 Year to Date Actual</th>
<th>2019 Year to Date Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
</tr>
<tr>
<td>Revenue</td>
<td>1</td>
<td>$38,271</td>
<td>$39,423</td>
<td>($1,152)</td>
</tr>
<tr>
<td>Expenditure</td>
<td>2</td>
<td>$16,591</td>
<td>$16,458</td>
<td>($133)</td>
</tr>
<tr>
<td>Net Surplus</td>
<td>3</td>
<td>$21,680</td>
<td>$22,965</td>
<td>($1,285)</td>
</tr>
<tr>
<td>Capital Expenditure</td>
<td>4</td>
<td>$1,249</td>
<td>$2,381</td>
<td>$1,132</td>
</tr>
<tr>
<td>Working Capital</td>
<td>5</td>
<td>255%</td>
<td>280%</td>
<td>(25%)</td>
</tr>
<tr>
<td>Cash In/Cash Out</td>
<td></td>
<td>140%</td>
<td>108%</td>
<td>33%</td>
</tr>
<tr>
<td>Current Monetary Assets (000's)</td>
<td>6</td>
<td>$15,610</td>
<td>$8,958</td>
<td>$6,652</td>
</tr>
<tr>
<td>Debt/Equity Ratio</td>
<td></td>
<td>3.7%</td>
<td>4.1%</td>
<td>(0.4%)</td>
</tr>
</tbody>
</table>

Notes:
1. Revenue is behind budget due to the timing of enrolments.
2. Expenditure is adverse to budget with a small negative variance.
3. Net Surplus is behind budget due to negative revenue and expense variances.
4. CAPEX is behind budget.
5. Working capital is behind budget due to current liability items being greater than budget, with the most significant item being Creditors, Provisions and Payables.
6. Cash is better than budget due to the opening cash position and operating cash flows 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:

Brian Trott on behalf of
Dr Lynn
Chief Executive

Date: 21 May 2019
1. **Purpose**
   This report will focus on educational delivery and outcomes in consideration of UCOLs 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 April 2019 included; discussions around post semester one enrolments, a significant focus on our Research, including the announcement of our Performance Based Research Fund (PBRF) results, draft programme self-assessment reports were read and critiqued (prior to Faculty Boards of Educational Improvement), further development of an Academic Integrity Policy for UCOL, and input to the Information Systems & Technology (IS&T) lead Master Data Project. There was also significant moderation of assessment samples from new programmes, with feedback on what improvements are needed.

4. **Background**
   Of importance to the EAR group was the announcement of our provisional Performance Based Research Fund (PBRF) results on 29 April. This was a significant event in the history of UCOL. 13 of the 24 portfolios submitted attracted a PBRF rating that brings funding to UCOL. This exceeded our expectations and is a fantastic outcome. For an Institution the size of UCOL submitting for the first time, this is a motivating achievement, and deserving of the hard work put in to showcase the quality of research at UCOL. The portfolios submitted covered a wide spectrum of our degree delivering offerings with the two PBRF categories of Visual Arts and Crafts; and Sports and Exercise Science being especially prominent. We are already looking forward to the next PBRF round in 2024 and have a clear direction of the way ahead.

   Following the release of the PBRF outcomes UCOL was made aware that there had been an issue with the coding of 6 of the staff who had submitted portfolios. The issue was that these staff had not been coded as ‘new and emerging’ which is a category for staff who are junior researchers or usually first time submitters to the
PBRF. The implication of this is minimal because it is unlikely to impact on their PBRF ranking but may have a minimal effect in terms of the funding per successful staff member. UCOL submitted a memo to the TEC in relation to this issue mid-May and we are awaiting a response.

April saw a focus on our research activities here at UCOL. Our public research webpage has been officially launched, showcasing research outputs from staff and profiling both research staff and our facilities. We are working on publishing further staff research profiles on the page. Our UCOL research SharePoint site has been updated so staff can gather all the information required to carry out a research project and find the new Research and Ethics Approval form. The Executive Director, Education and Applied Research (EDEAR) attended the Institutes of Technology and Polytechnics (ITPs) Research Symposium in Napier hosted by Eastern Institute of Technology (EIT) on the 15th and 16th of April. This event was useful to review what other ITPs are doing in terms of research. UCOL was one of two institutions who indicated they wanted to host the 2020 event but Toi Ohomai was selected. Furthermore, the Research and Knowledge Transfer Committee are also looking at clarifying our definition of knowledge transfer in the Research and Knowledge Transfer Strategy 2019-2024.

There are ongoing discussions around post semester one enrolments and a range of initiatives were established by the OCE Team as to how we can increase our EFTS for the remainder of 2019. These initiatives included; identifying programmes to push with marketing, looking into part time and evening courses, targeting a particular cohort for Assessment of Prior Learning, establishing Micro-credentials and follow up on people that started but did not complete the application process. At the same time we are reviewing our portfolio analysis, a new process for 2019, which will make recommendations to the Chief Executive in June around our current portfolio direction.

The EDEAR attended for the first time the Chamber of Commerce Manawatu Defence Hub meeting. This event is another example of the strong links developing between UCOL and our Defence Force partners that are particularly strong on the Engineering and Applied Technologies (trades programmes) and Humanities and Business Faculties (Business and Information Communication Technology (ICT) degrees via Centre for Assessment of Prior Learning).

In late April the Product Portfolio Committee agreed on the final list of new programmes for development in 2019 to be taught from 2020. This was reduced to 8 entirely new programmes and another 9 additions to or replacements of existing programmes. This list is to be submitted to the Chief Executive for approval. Several of these require full business cases, including the proposal for a Bachelor of Teaching (Early Childhood Education) Level 7 (though this is proposed for 2021 start).

The Executive Director and Student Information Programme Manager from the Quality Directorate, began participating in the IS&T lead Master Data Project, along with all other members of the OCE Team. This involved working with the contractor
to map the data sources that UCOL collects data from, which is part of the project that will lead into a more robust business analysis, and Learning Management System operation.

There was a 2½ hour Moodle outage on Friday, 10 April. The disruption to students and staff was minimal and our communications and response to this went very well. Moodle is hosted externally and the vendor was involved in bringing the system back online. The debrief held on 14 April with the vendor’s input was not able to identify exactly what caused the outage, though we know what was done to fix it. This is being followed up.

4.1 Te Atakura
The Tertiary Education Commission (TEC) expressed interest in Te Atakura following the Reform of Vocational Education (RoVE) consultation. On 5 April UCOL hosted a visit by Paora Amunnsen, Deputy Chief Executive, Learner Success-Ōritetanga Directorate. This was one of a series of visits by the TEC to ITPs with initiatives focused on Māori and Pacific Success. We are looking forward to further discussions with him and his team about what Te Atakura might look like in the new model for the ITP’s.

The Palmerston North Bachelor of Nursing (BN) teaching team has now been brought into Te Atakura and we can now plan the activities for the next three years for teachers/lecturers. Planning started in February this year and 10 nursing teachers, with space for 2 new staff (on appointment) are currently involved. All of those involved have had an initial meeting with their Te Atakura Coach except 1, who has been on leave and all but 2 have had an observation of their teaching practice in the first term. Communication between coaches and teachers in the BN programme can be challenging due to the approach BN has of timetabling teaching into blocks. It is considered ‘early days’ and being sensitive to availability is essential.

The Bachelor of Nursing teams in Wairarapa and Whanganui have embedded Te Atakura practice for several years now and have a deep understanding of the Effective Teacher Profile. It is hoped that that expertise and achievement can be shared within the campus teams. Facilitation by the Kaiarahi, Erin Lincoln is focussing on this in the medium term. Coaches are on track with their observation targets.

Involving General Staff Teams in Te Atakura
Following on from a series of very successful professional development workshops with the Student Success team around the Te Atakura values and what they look like in their context, the coaches are now working with the central administration team, and have had interest from the Tangata Ora team (People and Safety).

Student Focus Groups
The Te Atakura Coaches have facilitated several student focus groups in different programmes (‘Student Voice’). This process enables us to gather student feedback regarding the effective teaching profile within the classroom, and the overall student learning experience within the programme. The feedback is given back to the
teachers, Programme Leaders and Heads of Schools. This uses the student voice to drive a change to improve student outcomes.

**Te Atakura ‘Observers’**
This is the next stage in development for the sustainability of Te Atakura. We have developed a Te Atakura observer model and have engaged a small number of Pae Tuawhā teachers who are wanting to extend professionally in Te Atakura. These Te Atakura observers will ‘peer observe’ using the Te Atakura observation tool, feeding back to peers and facilitating improvement discussions and will provide a pool for new Te Atakura coach capability and potential for the extension of Te Atakura. This is being implemented across all three UCOL campuses. One of the current challenges is that it is difficult to pair staff to observe each other due to timetables and contracted teaching hours.

**Teachers’ Community of Practice**
Communities of practice are going well, although participation in Palmerston North is low. Feedback from those who do engage is that the sessions are useful. Teachers are making improvements to their teaching practice in response to some of the offered community of practice sessions, e.g. “goal setting” for students and themselves, and reflecting well on the impact of changes. Efforts to improve participation will be followed up with the Executive Deans and Heads of Schools in Term 2.

**Co-Construction Meetings**
Programme Leaders are starting to take more responsibility by wanting to facilitate their own co-construction meetings. There is a Te Atakura Lead Coach in attendance to ensure that the meetings are solution-focused and that Māori student achievement is a strong theme. Again, time seems to be a challenge for Programme Leader’s being able to schedule some meetings.

5. **Current Issue**
Nil to report.

6. **Options**
Nil to report.

7. **Recommendation**
It is recommended that Council:
1. **Receives** the Academic Report; and
2. **Notes** the Academic Board Meeting Minutes dated 9 April 2019.
Academic Board Meeting  
9 April 2019  
MINUTES  
Room 3.0.02, Palmerston North Campus

Present: Dr Lynn, Chief Executive (Chair); Mrs 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 Dean Rankin Executive Dean, Faculty of Humanities and Business and Chair Research Committee; Ms Penny O’Leary, Executive Dean Faculty of Health Science; Mr Danny Reilly, Executive Dean Faculty of Engineering and Applied Technologies; Mrs Sue Ireland, Head of School Applied Science and Allied Health; Dr Bridget Percy Head of School Education, Ms Lesley Baylis, Programme Leader Nurse Education, Whanganui; Mr Teina Mataira, Director, Māori Education.

In Attendance: Ms Meredith MacKenzie, Academic Advisor; Ms Paula Birchall, Senior Assistant to CE (Minute Taker).

ITEM 1: STANDING MATTERS

Apologies
Apologies were noted for:
• Mr Lindsay Tamblyn, Head of School Construction and Engineering;
• Ms Trish Morison, Senior Lecturer Nurse Education, Wairarapa; and
• Mr Teina Mataira will depart the meeting early.

1. IT WAS MOVED (Dr N. Van der Bergh) AND SECONDED (Mr D. Reilly) THAT THE APOLOGIES BE RECEIVED.  
CARRIED

23/19 Confirmation of the Academic Board Meeting Minutes dated 19 March 2019

2. IT WAS MOVED (Mr D. Rankin) AND SECONDED (Ms P. O’Leary) THAT THE MINUTES DATED 19 MARCH 2019 BE ACCEPTED AS A TRUE AND ACCURATE RECORD.

CARRIED
Matters Arising

24/19 - Action List as of March 2019
The action list was discussed and updated.

- Action Item # 3 to be closed. Ms Jane Barton has made contact with the Open Polytechnic who have now changed their entry requirements to meet our requirements. UCOL will now need to make the change and have it signed off by the Faculty of Board of Educational Improvement.

3. IT WAS MOVED (Ms J. Barton) AND SECONDED (Ms L. Baylis) THAT THE ACTION LIST BE RECEIVED.

CARRIED

ITEM 2: DECISIONS
Nil

ITEM 3: DISCUSSION PAPERS

25/19 – Memorandum – Impairment Student Support and Accessibility
Key discussion points:
- Discussion took place around information sharing and whether it was sufficient at UCOL in regards to students’ impairments/disabilities. Are there other mechanisms we need to put in place to ensure we are fully notified and aware of students’ needs so we can meet some of those needs and adjust our environment where possible.
- Declaration on the enrolment form – it was noted that this currently states that information relating to disabilities will be kept private. Dr Nicky Van der Bergh is currently working on this with Carol Christison to change the privacy statement so we are not at risk with our information sharing and data collection.
- Dr Nicky Van der Bergh will make contact with the Graduation Committee to see how we can bridge the gap in terms of information sharing when it comes to events such as graduation.
- An issue was raised in regards to evacuations – does UCOL have lights that flash to alert our staff and students who are deaf?
- Discussion took place on the need to take the next steps in order to make our campuses fully accessible for our staff and students. It was suggested that the Student Success and Health and Safety teams work together to set up a reference group to manage the issues on each campus.

4. IT WAS MOVED (Ms J. Barton) AND SECONDED (Ms G. Lapsley) THAT THE MEMORANDUM REGARDING IMPAIRMENT STUDENT SUPPORT AND ACCESSIBILITY BE RECEIVED.

CARRIED

Mr Teina Mataira left the meeting at 10.30am
ITEM 4: REPORTING

26/19 - FBEI Health and Sciences Minutes – 13 February 2019
The minutes were taken as read.

Key discussion points:
- UCOL Gym - in terms of academic delivery does the status of the gym equipment impede the ability to deliver the academic programmes in its current form? Ms Sue Ireland informed the Board the equipment was sufficient to deliver the programme outcomes, it was more the look of the gym. There is some money available to refurbish / make some aesthetic changes to make it look better, students in the creative hub have come up with some plans which they will present to the Faculty.

5. IT WAS MOVED (Mr D. Rankin) AND SECONDED (Ms S. Ireland) THAT THE FBEI HEALTH AND SCIENCES MINUTES 13 FEBRUARY 2019 BE RECEIVED.

CARRIED

27/19 - FBEI Humanities and Business Minutes – 5 February 2019 and 6 March 2019
Minutes 5th February 2019 – link was incorrect at the last meeting and the notes in relation to this meeting were mentioned in the previous Academic Board minutes.

Minutes 6th March 2019 – Degree Monitor reports were tabled at the meeting, all reports were positive with some areas of improvement which staff are currently working on.

Key discussion points:
- Progress on student enquiries and re-enrolment – Mr Dean Rankin informed the Board that student workshops are standard practice now and will take place at the end of each semester. Currently working with the central Admin Team to look at the systems and reviewing the processes. Mr Dean Rankin to update on progress at the next meeting.
- Marae visits – need to review whether the visits are achieving what we would like them to achieve and also address issues where disrespect is being shown towards the Marae environment. The Faculty is currently investigating a recent incident and has made contact with Mr Teina Mataira and the Marae to gather feedback and ensure UCOL has the correct processes in place. It was suggested that if the student outcomes can be achieved without staying overnight, from a health and safety perspective this would be more manageable for UCOL. Mr Dean Rankin and Dr Bridget Percy are looking at this as part of the investigation.

6. IT WAS MOVED (Ms P. O’Leary) AND SECONDED (Dr B. Percy) THAT THE FBEI HUMANITIES AND BUSINESS MINUTES DATED 5 FEBRUARY 2019 AND 6 MARCH 2019 BE RECEIVED.

CARRIED

Key discussion points:
- Mr Danny Reilly advised he has signed off 109 students who did not meet entry requirements. A register of these students is being monitored to assess how the students are tracking and whether UCOL is providing appropriate support.
- Discussion took place around literacy and numeracy and the gap in conversation skills with the students prior to enrolment. It was suggested a bespoke in-house, 1 day professional development session be put together and provided at the start of the academic year for each Faculty.

**Action:**
Dr Jerry Shearman, Mr Danny Reilly, Dr Nicky Van der Bergh to have a conversation with Dr Jan Chapman to put together a professional development session for academic staff.

- UCOL has a Literacy and Numeracy Leader and we are obliged by the TEC to engage with the literacy and numeracy assessment tool. Three years ago this was extended to Level 3 as this would be the level our students would be engaging at and presenting with these challenges. Ms Gianetta Lapsley offered for the CAS Team and the Literacy and Numeracy Leader to prepare a brief report that outlines for the Board how this process works and what UCOL already does.

**Action:**
Ms Gianetta Lapsley to provide a brief report for the next Academic Board meeting outlining how this process works and what UCOL already does.

- The new literacy and numeracy “micro-credential” designed by HUB was discussed, with this being an efficient way to support student achievement.

**Action:**
Mr Danny Reilly, Dr Bridget Percy, and Mr Dean Rankin to meet to discuss how the EAT students can be supported through this flexible delivery approach.

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<th>7.</th>
<th>IT WAS MOVED (Mr D. Rankin) AND SECONDED (Dr N. Van der Bergh) THAT THE FBEI ENGINEERING AND APPLIED TECHNOLOGIES REPORT DATED JANUARY AND FEBRUARY 2019 BE RECEIVED.</th>
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29/19 - Academic Approvals Committee – Minutes dated 11 January 2019

The minutes were taken as read.

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<th>8.</th>
<th>IT WAS MOVED (Ms L. Baylis) AND SECONDED (Mr D. Rankin) THAT THE ACADEMIC APPROVALS COMMITTEE MINUTES DATED 11 JANUARY 2019 BE RECEIVED.</th>
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Universal College of Learning
Te Pae Māturanga ki Te Ao

Paper 54/19
30/19 - Research and Knowledge Transfer Committee

Minutes 19th December 2018 – link was incorrect at the last meeting and the notes in relation to this were mentioned in the previous Academic Board minutes.

- Discussion took place around research within the MIT and Nursing areas. With CoVEs having been approved in relation to Health and Social Assistance Dr Lynn suggested she meet with Dr Jerry Shearman, Ms Penny O’Leary, Mr Dean Rankin and Ms Sue Ireland to discuss what is holding back research in these areas and how can we enable that.
- Dr Lynn advised that the CoVEs document was appended to UCOL’s submission on the RoVE which is available on the intranet.

**Action:**
Dr Lynn, Dr Jerry Shearman, Ms Penny O’Leary, Mr Dean Rankin and Ms Sue Ireland to meet and discuss research within MIT and Nursing.

9. IT WAS MOVED (Dr J. Shearman) AND SECONDED (Mr D. Rankin) THAT THE RESEARCH AND KNOWLEDGE TRANSFER COMMITTEE MINUTES DATED 19 DECEMBER 2018 AND 20 JANUARY 2019 BE RECEIVED. CARRIED

**ITEM 5: INFORMATION PAPERS**
Nil

**ITEM 6: CORRESPONDENCE**
Nil

**ITEM 7: GENERAL BUSINESS**
Ms Jane Barton questioned the role of Academic Board in regard to the RoVE. It was established that communications are effective, but that two Academic Board members had not read emails and had misinterpreted this as not being informed. The Chair will ask Communications to re-send emails. In addition, the Chair will remind Executive Directors to keep their staff informed. Finally, the Chair will review the Terms of Reference for Academic Board in relation to RoVE.

**Action:**
Chair will recirculate communications to staff in regards to UCOL’s submission on the RoVE and the invitation to volunteer for co-design workshops, will speak to OCE regarding keeping their staff informed, and will also look at the Academic Board Terms of Reference in the context of RoVE.

The meeting closed at 11.25am.
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, Wellbeing Programme and Notifiable, Illnesses, Incidents and Events.

3. **Background**
   
   **3.1 Risk Management**
   A draft report on the security review which covers all campuses has been completed and submitted by the external consultants. This will be reviewed by the Campus Wide Security Working Group who will then provide an update and a recommended action plan to the Chief Executive and the Senior Leadership Team.

   **3.2 Wellbeing Initiatives**
   During the month of April, the following initiatives have been implemented:
   - Sound Decibel Metres have now been installed in our high risk areas on the Palmerston North Campus. Commencing on 1 May 2019, data will be collected and analysed to ensure monitoring programmes are targeting the right areas.
   - In April 2019, the annual staff flu vaccinations programme was delivered to staff who had requested them. For staff who were unable to make the vaccination day another option was given for them to attend a local health clinic to receive the vaccination. Over 120 vaccinations were administered.

   **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:

Sylvie Hickton on behalf of
**Dr Lynn**
**Chief Executive**

Date: 21 May 2019