Council Meeting  
27 March 2019

Agenda (Part I)

Venue: Room 3.0.02, Manawatū Campus  
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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Next Meeting: Wednesday, 1 May 2019, Wairarapa Campus
1. The Council Chair recommends that the public be excluded from the following parts of proceedings, namely, agenda items [12] to [22].

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>- Part II Action List of 27 February 2019</td>
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<td><strong>Information Papers</strong></td>
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<td>Finance Report Summary</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>Student Success Report</td>
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<td>Safety and Wellbeing Bi-Monthly 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 (Papers 33/19), Dr N. Van der Bergh (Paper 34/19), M. Blackler (Paper 35/19), 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:
(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 MINUTES

The meeting was held in Room 3.0.02. Manawatū Campus. The meeting started at 1.00 pm.

Present: Ben Vanderkolk (Chairperson), Leanne Southey (Deputy Chairperson), Verne Atmore (Councillor), Lynette Bradnam (Councillor), Leonie Hapeta (Councillor), Annette Main (Councillor), Pamela Jefferies (Councillor)

In Attendance: Dr Amanda Lynn (Chief Executive), Brian Trott (Chief Financial Officer), Gianetta Lapsley (Executive Director, Quality), Jerry Shearman (Executive Director Education and Applied Research), Meredith Blackler (Executive Director People and Safety), and Marion Clark (Minute Secretary)

ITEM 1: Apologies
There were no apologies.

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

ITEM 3: 15/19 - Confirmation of Minutes (Part I) of 23 January 2019

1/1 IT WAS MOVED (L. Bradnam) AND SECONDED (L. Hapeta) THAT THE PART I MINUTES DATED 23 JANUARY 2019 BE ACCEPTED AS A TRUE AND ACCURATE RECORD. CARRIED

ITEM 4: Matters Arising
There were no matters arising.

ITEM 5: Chairperson’s Report
The Council received and noted the Chairperson’s report.
ITEM 6: 16/19 - Finance Report

1/2 IT WAS MOVED (L. Southey) AND SECONDED (P. Jefferies) THAT THE FINANCE REPORT BE RECEIVED. CARRIED

ITEM 7: 17/19 - Academic Report

1/3 IT WAS MOVED (L. Bradman) AND SECONDED (P. Jefferies) THAT THE ACADEMIC REPORT BE RECEIVED. CARRIED

ITEM 8: 18/19 - Safety and Wellbeing Report

1/4 IT WAS MOVED (L. Bradnam) 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:

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

Signed:

Date:
The Council Chair recommends that the public be excluded from the following parts of proceedings, namely, agenda items [12] to [25].

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<td></td>
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<tr>
<td>Property Report</td>
<td></td>
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<tr>
<td>HLC and UCOL Horowhenua Delivery Report</td>
<td></td>
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<tr>
<td>Safety and Wellbeing Exception Report</td>
<td></td>
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<tr>
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<tr>
<td>Chief Executive’s Report</td>
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<tr>
<td>Draft Supplementary Investment Plan Report</td>
<td></td>
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</tr>
<tr>
<td>Strategic Discussion</td>
<td>Enable the institution to carry on without prejudice or disadvantage commercial activities</td>
<td>For those reasons identified by the Council in its meeting on 30 October 2007</td>
</tr>
<tr>
<td>Roadmap 2020 Consultation</td>
<td></td>
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</tr>
<tr>
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**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 28/19: Finance Report Summary
(Period Ended 28 February 2019)

1. Purpose
To present Council with a summary of UCOL’s financial position for the month ended 28 February 2019 and highlights UCOL’s revenue and expenses against budget for this period.

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 $26,981,000 which is behind budget by $2,300,000.

<table>
<thead>
<tr>
<th>February 2019</th>
<th>Note</th>
<th>2019 Year to Date Actual $000</th>
<th>2019 Year to Date Budget $000</th>
<th>Variance $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>1</td>
<td>$36,192</td>
<td>$38,079</td>
<td>($1,887)</td>
</tr>
<tr>
<td>Expenditure</td>
<td>2</td>
<td>$9,211</td>
<td>$8,798</td>
<td>($413)</td>
</tr>
<tr>
<td>Net Surplus</td>
<td>3</td>
<td>$26,981</td>
<td>$28,581</td>
<td>($1,600)</td>
</tr>
<tr>
<td>Capital Expenditure</td>
<td>4</td>
<td>$59</td>
<td>$906</td>
<td>$847</td>
</tr>
<tr>
<td>Working Capital</td>
<td>5</td>
<td>264%</td>
<td>293%</td>
<td>(29%)</td>
</tr>
<tr>
<td>Cash In/Cash Out</td>
<td>5</td>
<td>181%</td>
<td>136%</td>
<td>45%</td>
</tr>
<tr>
<td>Current Monetary Assets (000’s)</td>
<td>6</td>
<td>$16,213</td>
<td>$12,749</td>
<td>$3,464</td>
</tr>
<tr>
<td>Debt/Equity Ratio</td>
<td>3</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 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 more than budget, with the most significant item being Revenue in Advance TEC.

6. Cash is better than budget due to the opening cash position and operating cashflows being more than budget.

**Update on the 2018 Financial Year**

The interim result for 31 December 2018 is unchanged and remains a surplus of $1,085,000 which is $72,000 ahead of budget of $1,013,000. Audit New Zealand is currently undertaking the audit of this result.

3. **Current Issue**
   
   Nil to report.

4. **Options**
   
   Nil to report.

5. **Recommendation**
   
   It is recommended that Council:
   

Brian Trott on behalf of

**Dr Lynn**

**Chief Executive**

Date: 21 March 2019
Paper 29/19: 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 February 2019 included various stakeholder engagement; continued development on Micro-credentials; updating the Research and Knowledge Transfer Strategy 2019-2024; targeted assistance to faculty for programme self-assessment and reporting (2018 year); intensive support for assessment design in several programmes; continued growth in enquiry and applicants for Assessment of Prior Learning; and, developing an approach for improved Te Atakura effectiveness reporting at Faculty Board of Educational Improvement meetings.

3. Background
   The Executive Director of Education and Applied Research, the Executive Dean of Health and Science, and the Head of School Nursing (regional) had in introductory meeting with Russell Simpson, the Chief Executive Officer of the Whanganui District Health Board (WDHB). The meeting had a range of topics including; discussing clinical access for both Nursing and Medical Imaging, future developments at both UCOL and the WDHB, and ongoing training needs including Micro-credentials and Assessment of Prior Learning.

Several meetings took place with Evolocity, including meeting Debbie Baker their Chief Executive, who has recently moved from Life to the Max in Levin to this role. This has been a fast moving engagement that will see UCOL hosting a launch event for schools in the central region to construct electric vehicles on campus in Palmerston North. This is a great addition to our already existing electric bike programme and we should see significant interest developed for UCOL programmes in trades. This aligns well with our desire to launch the New Zealand Certificate in Electric Vehicle Automotive Engineering, Level 5 and should resonate well with the regions need to support the servicing of electric vehicles.
A document with notes from the Tertiary Education Commission around micro-credentials was presented to the Teaching and Learning Committee to inform staff of the requirements. The Executive Deans and Heads of Schools assisted in establishing a list of potential micro-credentials that UCOL could offer. This list and the notes have been passed on to the Business Development Team who are leading this project.

The Research and Knowledge Transfer Strategy 2019-2024 was approved by the Research and Knowledge Transfer Committee, subject to a few minor amendments. This document is not significantly altered but has been refreshed to include knowledge transfer, align with the PBRF cycle, and substantially reduce the appendices and replace with embedded links.

The Academic Board considered a first proposal of an approach to improve certainty about applicant capability to degree programmes for applicants 20 years and over. The Education Act 1989 provides for such applicants to not be required to meet the academic entry requirements. UCOL’s current approach (open entry) has been raised by Faculty as a problem from time to time. The Board called for detailed analysis of the last three years of applicant age vs entry evidence vs success, which is planned to be presented at the April meeting.

At the request of the Chief Executive inclusion of a standing agenda item for Faculty Boards of Educational Improvement on Te Atakura implementation is being developed. This is currently proposed as being a brief monthly achievement and exceptions report by each Head of School on the overall Te Atakura effectiveness and implementation progress. The intention is to provide high level summaries enabling better vertical integration of the implementation – through to senior management and Academic Board. This will be consulted on in March/April.

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 January 2019 Academic Board meeting

Dr Jerry Shearman and Gianetta Lapsley on behalf of
Dr Lynn
Chief Executive

Date: 21 March 2019

Attachments
Appendix I - Academic Board Minutes (January 2019)
ITEM 1: STANDING MATTERS

Apologies
The Chair called for apologies. Apologies were noted for:
- Mr Teina Mataira, Director Māori and Pacific Education
- Ms Lesley Baylis, Programme Leader and Senior Lecturer - Nurse Education

01/19 Confirmation of the Minutes of the Academic Board Meeting dated 13 November 2018

1. IT WAS MOVED (Mr D Reilly) AND SECONDED (Mr D Rankin) THAT THE MINUTES DATED 13 NOVEMBER 2018 BE ACCEPTED AS A TRUE AND ACCURATE RECORD.

CARRIED

Matters Arising

02/19 Action List as of December 2018
The action list was discussed and updated.
ITEM 2: DECISIONS

03/19 – Programme Entry Criteria – Action Register (Item 7)
Discussion included the following:
- Mr Reilly confirmed that 2420 NZ Diploma in Construction and 2416 NZ Diploma in Architectural Technology require further discussion and will bring a paper back to the next meeting specific to these courses. Dr Van der Bergh and Ms Karen Seccombe to be included in the discussion.
- 2552 – NZ Diploma in Applied Science was removed off the list / postponed as the entry requirements need to be clarified in light of the development of the Degree.

3. IT WAS MOVED (Ms Lapsley) AND SECONDED (Dr Van der Bergh) THAT THE REVIEWED ENTRY REQUIREMENTS FOR 2754 - NEW ZEALAND CERTIFICATE IN ADULT LITERACY AND NUMERACY EDUCATION BE APPROVED.
   CARRIED

4. IT WAS MOVED (Mr Reilly) AND SECONDED (Ms Ireland) THAT THE REVIEWED ENTRY REQUIREMENTS FOR 2851 - NEW ZEALAND DIPLOMA IN EARLY CHILDHOOD EDUCATION AND CARE BE APPROVED.
   CARRIED

5. IT WAS MOVED (Mr Rankin) AND SECONDED (Dr Van der Bergh) THAT THE REVIEWED ENTRY REQUIREMENTS FOR 2649 - NEW ZEALAND DIPLOMA IN PHOTOGRAPHY BE APPROVED.
   CARRIED

6. IT WAS MOVED (Dr Percy) AND SECONDED (Mr Tamblyn) THAT THE REVIEWED ENTRY REQUIREMENTS FOR 2343 - NEW ZEALAND CERTIFICATE IN JOINERY BE APPROVED.
   CARRIED

7. IT WAS MOVED (Mr Reilly) AND SECONDED (Dr Van der Bergh) THAT THE REVIEWED ENTRY REQUIREMENTS FOR 2719 - NEW ZEALAND CERTIFICATE IN ENGINEERING FABRICATION (TRADE) BE APPROVED.
   CARRIED
8. IT WAS MOVED (Mr Tamblyn) AND SECONDED (Ms Ireland) THAT THE REVIEWED ENTRY REQUIREMENTS FOR 2714 - NEW ZEALAND CERTIFICATE IN MECHANICAL ENGINEERING (TRADE) BE APPROVED.
   CARRIED

9. IT WAS MOVED (Dr Van der Bergh) AND SECONDED (Mr Rankin) THAT THE REVIEWED ENTRY REQUIREMENTS FOR 2594 - NEW ZEALAND CERTIFICATE IN INFORMATION TECHNOLOGY ESSENTIALS BE APPROVED.
   CARRIED

10. IT WAS MOVED (Dr Van der Bergh) AND SECONDED (Ms O’Leary) THAT THE REVIEWED ENTRY REQUIREMENTS FOR 3563 - NEW ZEALAND CERTIFICATE IN EXERCISE BE APPROVED.
    CARRIED

Discussion took place around entry criteria for Level 3 courses (NCEA Level 1) and Level 4 courses (NCEA Level 2) and whether this was going to be the broad entry for all level 3 and 4 courses or should they be looked at on a case by case basis.

Action:
Dr Lynn to work with the Executive Deans, Dr Shearman, Dr Van der Bergh and Ms Lapsley to reflect on whether the academic entry criteria is the issue or whether it is the course content. A paper will come back to the Academic Board.

11. IT WAS MOVED (Dr Van der Bergh) AND SECONDED (Mr Rankin) THAT THE BOARD RECEIVE THE PROGRAMME ENTRY CRITERIA PAPER WITH SELECTED APPROVALS AND NOTES THE PROCESSES FOR AMENDMENTS.
    CARRIED

ITEM 3: DISCUSSION PAPERS
Nil

ITEM 4: REPORTING

04/19 FBEI Health Sciences Report - November 2018
The report was taken as read.

Ms O’Leary informed the Board that she is working on a response to the Medical Radiation Technologist’s Board as there is one corrective action that requires reporting on for January which is in relation to staffing and the recruitment plan.
12. IT WAS MOVED (Mr D Rankin) AND SECONDED (Ms P O’Leary) THAT THE FBEI HEALTH SCIENCES REPORT DATED NOVEMBER 2018 BE RECEIVED.
CARRIED

Ms McKenzie left the meeting 10.57am

05/19 FBEI Humanities and Business Report – November 2018
The report was taken as read.

13. IT WAS MOVED (Mr D Reilly) AND SECONDED (Ms P O’Leary) THAT THE FBEI HUMANITIES AND BUSINESS REPORT DATED NOVEMBER 2018 BE RECEIVED.
CARRIED

06/19 FBEI Engineering and Applied Technologies Report – December 2018
The report was taken as read.

14. IT WAS MOVED (Ms J Barton) AND SECONDED (Ms B Percy) THAT THE FBEI ENGINEERING AND APPLIED TECHNOLOGIES REPORT DATED DECEMBER 2018 BE RECEIVED.
CARRIED

Academic Approvals Committee
Nil

07/19 - Research and Knowledge Transfer Committee Minutes
Discussion points:
- Mr Rankin will prepare a report for this Committee (similar to the FBEI reports) for future Academic Board meetings.
- A significant amount of activity has taken place to finalise research outputs from 2018 and working through the whole research approvals process (including the ethical side) which will be reported to the next Committee meeting.
- The draft Research and Knowledge Transfer Strategy is currently with Quality for comment. It will then be circulated to Committee members for their feedback prior to the next meeting, with the final being presented at the next Academic Board meeting.

15. IT WAS MOVED (Dr Shearman) AND SECONDED (Ms Ireland) THAT THE RESEARCH AND KNOWLEDGE TRANSFER COMMITTEE MEETING MINUTES BE RECEIVED.
CARRIED

ITEM 5: INFORMATION PAPERS
Nil
ITEM 7: GENERAL BUSINESS

**Drug and Alcohol Policy**

Discussion points:
- The policy is currently undergoing revision.
- UCOL has had a challenge from the TEU in terms of the legality of human rights in relation to random testing but UCOL will not be progressing with this challenge.
- The random testing and the way it is conducted at UCOL, does not encourage a trust based relationship with staff.
- The policy will include a statement that UCOL is alcohol and drug free. There will be no functions/events on any UCOL campus that includes alcohol.
- UCOL has approached Chorus who have been alcohol and drug free for 2.5 years with outstanding results, we will leverage their policy to take this forward for UCOL.
- Looking to rolling out an educational programme to help staff understand why we are alcohol and drug free which will also provide staff with pathways if they have dependency issues.
- It was suggested we have a separate policy for staff and one for students. We need to ensure students feel safe and staff feel supported.
- When developing the policies the Vulnerable Children Act, Health and Safety Act and the Employment Relations Act will be taken into account.
- The policy will go through the usual consultation process.

**Professional Development Procedure**

This procedure has come through to the Chief Executive for approval. It has been sent back for clarification in regards to the formation of the Committees. At the moment there is no representation on the Academic Committee from the People and Safety Team / Staff Capability Leader. The Chief Executive is waiting to hear back as to whether this is appropriate and to also find out what other institutions do.

**CoVEs**

A meeting has been held and feedback has been provided. The Chair signalled that the CoVEs model is on tomorrow’s Council agenda for feedback.

**Micro-Credentials**

Discussions have been held and we are still waiting on information to come from the TEC. The Chair encouraged Board members to have a conversation with Dr Percy about the work she has undertaken on Foundation for Learning Pathways. Coffee conversations have been held with staff from the Wairarapa and Whanganui campuses. Once the procedure is completed it would be good to have feedback from the Academic Board.

The meeting closed at 11.16am.
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

3. Background
   3.1 Risk Management
   During this month there have been no new high risks or serious issues identified.

   3.2 Wellbeing Initiatives
   During the month of February, the following initiatives have been implemented:
   • Planning is now well underway for the annual Staff Symposium day, which this year will focus on Oranga (Wellbeing) and Diversity and Inclusiveness.
   • A wellbeing focus group comprising of members of staff from all Faculties, including the Chief Executive, met early in February to decide on what events and initiatives we should support in 2019. The Wellbeing calendar that is now in draft form will be presented for final approval at the next internal Health and Safety meeting.
   • UCOL joined a number of other local organisations and spoke at the Manawatu Safety Forum, facilitated by WorkSafe. This forum, which is tailored to focus on Mental Health and Wellness, allowed UCOL to showcase the past, present and future within Safety and Wellbeing and the significant movement we have made in this space.

   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 March 2019