Council

Public Meeting Minutes

Te Kaunihera o Te Whare

Wānanga o Waitaha

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| **DATE** | Monday 19 August 2024 |
| **TIME** | 9:00am |
| **VENUE** | Council Chamber, Level 6, Matariki Building |
| **PRESENT** | Ms Amy Adams (Chancellor), Professor Cheryl de la Rey, Vice-Chancellor, Mr Roger Gray, Professor Jack Heinemann, Ms Keiran Horne, Mr Bruce Irvine, Mr Luc MacKay, Ms Gillian Simpson, Ms Poto Williams, Ms Catherine Woods.  |
| **IN ATTENDANCE** | Professor Peter Gostomski, Acting Deputy Vice-Chancellor (Research), Associate Professor Alison Griffith, Mr Keith Longden, Executive Director Planning, Finance & Digital Services, Mr Paul O’Flaherty, Executive Director People, Culture and Campus Life, Mr Grantley Judge, Governance & Compliance Manager, Ms Ann Gibbard, Governance Advisor, Ms Aurora Garner-Randolph (student), Ms Jenna Kelly (student),  |
| **APOLOGIES** | Ms Rachel Robilliard, Ms Lisa Tumahai, Ms Poto Williams for lateness (10.30am). |
| **WELCOME**  | The Chancellor opened the meeting with a Karakia.  |
| **REGISTER OF INTERESTS** | The Chancellor requested that the Registrar be advised of any amendments to the Register of Interests.  |
| **Conflicts of Interest** | No conflicts of interest were advised. |
| **MINUTES OF THE PREVIOUS MEETING** | **Confirming the Minutes of the meeting held on 15 July 2024**Moved:*That the minutes of the meeting held on 15 July 2024 be confirmed as a true and correct record.*Carried |
| **MATTERS ARISING** | **Action Schedule**Mr Grantley Judge, Governance and Compliance Manager, noted those actions completed and those future dated. Council discussed what they would like covered in an Artificial Intelligence workshop.  |
| **HEALTH & SAFETY** | **Monthly Health and Safety (H&S) Report**Mr Paul O’Flaherty, Executive Director People, Culture and Campus Life presented the Monthly Health & Safety Report.In discussion the following was noted: * There were a number of safety observations reported due to winter-related conditions.
* Lighting around the campus was discussed and harsh lighting had been identified in engineering booths. Details would be sent to Mr O’Flaherty by Mr Luc MacKay to follow up.
* Council complimented the Health & Safety Team on the Health & Safety Online Training module.

 Moved:*That Council notes:*1. *the progress, understanding and management of health and safety risks across the organisation; and*
2. *this report covers the period 1 June – 30 June 2024.*

Carried |
|  | **Health, Safety and Wellbeing Policy Review**Mr O’Flaherty presented the Health, Safety and Wellbeing Policy Review.In discussion the following was noted:* It was agreed that additional changes to the Health, Safety and Wellbeing Policy might be required to reflect the current work programme from the recent health and safety review and recent case law.
* Council agreed that the policy should be held as ‘under active review’ while these matters were further considered. The Chancellor would discuss the timing of the revised Policy with Mr O’Flaherty and Council were asked to provide any additional feedback to management.
* Management is requested to advise Council if urgent changes were required to the Policy while it was ‘under active review’.

Moved:*That Council notes the Health, Safety and Wellbeing Policy is under active review.*Carried |

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| **FROM THE VICE-CHANCELLOR** | **Vice-Chancellor’s Monthly Report**The Vice-Chancellor highlighted items from her written report and the following additional items were noted:* The Vice-Chancellor congratulated Luc MacKay on his re-election as UCSA President for 2025. There was a 26% student turnout which was high in comparison to other universities, and this was attributed to the positive UC campus culture.
* International student numbers had increased for semester 2 which was pleasing.
* Council commended the University on the Rugby results and the win by the Aerospace team in New Mexico.
* The new student accommodation building, Tupuārangi, was on track and would be monitored carefully to facilitate the opening date in February 2026.

Moved:*That Council notes the Vice-Chancellor’s monthly report.*Carried |
| **ACADEMIC BOARD** | **Academic Board Report**Associate Professor Alison Griffith presented the Academic Board Report, and the following was noted: * Council discussed the Board’s Terms of Reference and delegations of authority.
* The Board’s Terms of Reference had last been reviewed in September 2022 and it was timely for them to be reviewed again.
* The only delegation of authority, from Council to the Board, was the approval of CUAP proposals, which was due to the deadline of CUAP approvals being out of sync with Council meeting dates.
* Council requested a paper outlining what matters come before Academic Board, what delegations have been provided and a review of its terms of reference.
* The Academic Board understood it was an advisory Committee to Council.

Moved:*That Council:*1. *notes the 12 July 2024 Academic Board Report; and*
2. *requests a review of the Academic Board’s delegations and terms of reference.*

CarriedAssociate Professor Alison Griffith left the meeting at 9.36am. |
| **PUBLIC EXCLUDED MEETING** | Moved:*That the public be excluded from the following parts of this meeting, pursuant to section 48 of the Local Government Official Information and Meetings Act 1987:* |

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| **Item on Public Excluded Agenda** | **General Subject Matter** | **Reason for passing this resolution in relation** **to each matter** | **Grounds under section 48(1) for the passing of this resolution** |
| 4.04.1 | **Minutes**Confirm public excluded minutes of 15 July 2024 | These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded. | Refer to previous minutes |
| 5.05.15.2 | **Matters Arising**Action ScheduleInformation Papers | To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. | 7(f)(i) |
| 6.06.16.26.3 | **Health & Safety**Monthly Health & Safety Verbal UpdateH&S Internal Audit – Draft Action Plan & Legal Advice6-monthly Annual Leave Liability Report  | To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. | 7(f)(i) |
| 7.07.1 | **Arbitration**Arbitration Matter | To enable the University to carry out, without prejudice or disadvantage, commercial activities.To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. | 7(h)7(f)(i) |
| 8.08.18.2 | **Strategy & Planning**FM Action PlanStatement of Service Performance (SSP) 6-month Update | To enable the University to carry out, without prejudice or disadvantage, commercial activities.To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. | 7(h)7(f)(i) |
| 9.09.19.29.39.49.59.6 | **Finance & Major Projects**Domestic Student Fees 2025, Student Services Levy 2025 & Online Student Fees 2025Kōawa Digital Screen Project Quarterly ReportMajor Investment Plan (MIP) Q2-2024 Report31 July 2024 Financial ReportUpdated Financial Forecast post TEC Funding AnnouncementUC Trust Funds Eriksen’s Report to 30 June 2024 | To enable the University to carry out, without prejudice or disadvantage, commercial activities.To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. | 7(h)7(f)(i) |
| 10.010.1 | **Business Cases**Draft Business Case Framework & Process | To enable the University to carry out, without prejudice or disadvantage, commercial activities.To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. | 7(h)7(f)(i) |
| 11.011.111.211.311.411.5 | **From the Chancellor**Chancellor Meetings & Correspondence Verbal UpdateDraft October Strategy Day AgendaFinalised Capital Investment Committee Terms of Reference2024 Council Workplan UpdateExecutive Committee Decision 12 August 2024 | To enable the University to carry out, without prejudice or disadvantage, commercial activities.To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. | 7(h)7(f)(i) |
| 12.012.112.212.3 | **From the Vice-Chancellor**Vice-Chancellor’s Monthly ReportEmeritus Professor NominationAcademic Board Minutes 7 June 2024 | To enable the University to carry out, without prejudice or disadvantage, commercial activities.To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. | 7(h)7(f)(i) |
| 13.013.113.2 | **From the Audit & Risk Committee**Audit & Risk Committee Report 5 August 2024Internal Audit Plan 2024 Change | To enable the University to carry out, without prejudice or disadvantage, commercial activities.To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. | 7(h) 7(f)(i) |
| 14.014.114.214.314.4  | **Other**Innovation Medal RecommendationsResearch Medal RecommendationsTeaching Medal RecommendationsNaming Rights Policy Review  | To enable the University to carry out, without prejudice or disadvantage, commercial activities.To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. | 7(h)7(f)(i) |
| 15.0 | **General Business** | To enable the University to carry out, without prejudice or disadvantage, commercial activities.To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. | 7(h)7(f)(i) |
| 16.016.116.216.3 | **Council-Only Time**Council Member Performance ReviewsUniversity Advisory Group (UAG) Review of University GovernanceAny other items | To enable the University to carry out, without prejudice or disadvantage, commercial activities.To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. | 7(h)7(f)(i) |

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|  | *and that staff identified by the Chancellor and Vice-Chancellor as having knowledge relevant to particular matters to be discussed be permitted to remain at this meeting. This knowledge would be of assistance in relation to the matters discussed and was relevant because of their involvement in the development of the reports to Council on these matters.*Carried |
| **GENERAL BUSINESS** | There were no items of general business. |
| **NEXT MEETING** | The next Council meeting will be held on Monday 16 September 2024 at 9:00am in the Council Chamber. |
| **MEETING CLOSED** | The public meeting closed at 2.50pm. |

SIGNED AS A CORRECT RECORD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**COUNCIL ACTION SCHEDULE**

from the meeting held on 19 August 2024

(new and updated actions are shown in red)

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|  | **Action** | **By Whom** | **Due Date** | **Expected** |
|  | Health, Safety & Wellbeing Policy – note on policy that it is under active review | Mr Judge | Sep 2024 |  |
|  | Provide Council with a report on UC’s QS ranking strategy. | Professor Gostomski | October Strategy Day |  |
|  | Provide Council with a report on the work Academic Board has undertaken to further the Academic Board Terms of Reference goals. | Assoc Prof Griffith | Nov 2024 |  |
|  | Review of Academic Board Terms of Reference and Delegations | Assoc Prof Griffith Ms Kardos | TBC |  |
|  | Health, Safety and Wellbeing Policy Review – Revised policy to Council for approval | Mr O’Flaherty | TBC |  |