

# COUNCIL

## Public Meeting Minutes

### Te Kaunihera o Te Whare Wānanga o Waitaha

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<b>DATE</b>	Wednesday 20 November 2024
<b>TIME</b>	9:00am
<b>VENUE</b>	Council Chamber, Level 6, Matariki Building
<b>PRESENT</b>	Ms Amy Adams (Chancellor), Professor Cheryl de la Rey, Vice-Chancellor, Mr Roger Gray (via Zoom), Professor Jack Heinemann, Ms Keiran Horne, Mr Bruce Irvine, Ms Rachel Robilliard (via Zoom), Ms Gillian Simpson, Ms Poto Williams, Ms Catherine Woods.
<b>IN ATTENDANCE</b>	Ms Barbara Albertson, Transcript Co-ordinator, Ms Heather Couch, Academic Quality & Records Teams Leader, Professor Peter Gostomski, Acting Deputy Vice-Chancellor (Research), Associate Professor Alison Griffith, Ms Adela Kardos, General Counsel & Registrar, Mr Keith Longden, Executive Director Planning, Finance & Digital Services, Ms Dawn Miller-McTaggart, Graduation Coordinator, Professor Catherine Moran, Deputy Vice-Chancellor (Academic), Mr Paul O’Flaherty, Executive Director People, Culture and Campus Life, Mr Grantley Judge, Governance & Compliance Manager, Ms Ann Gibbard, Governance Advisor.
<b>APOLOGIES</b>	Mr Luc MacKay, Ms Lisa Tumahai, Mr Roger Gray for early departure (1.20pm).
<b>WELCOME</b>	<p>The Chancellor opened the meeting with a Karakia.</p> <p>The Chancellor acknowledged this was Mr Gray’s final meeting and expressed thanks and appreciation for his significant contribution to Council over the last two and half years.</p>
<b>REGISTER OF INTERESTS</b>	The Chancellor requested that the Registrar be advised of any amendments to the Register of Interests.
<b>CONFLICTS OF INTEREST</b>	No conflicts of interest were advised.

**MINUTES OF THE  
PREVIOUS MEETING**

**Confirming the Minutes of the meeting held on 16 September 2024**

Moved:

*That the minutes of the meeting held on 16 September 2024 be confirmed as a true and correct record.*

Carried

**MATTERS ARISING**

**Action Schedule**

The status of the matters arising was noted.

**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:

- Council acknowledged the good progress of Safe365 which reflected improved ratings.
- The three-year revised Health & Safety Workplan was expected by Council in the first quarter of 2025.
- Finalisation of the HSE H&S Audit was delayed due to changes in HSE staff involved with the audit.
- Data would be available on the recent student food poisoning incident in the February 2025 H&S Report.

Moved:

*That Council notes:*

1. *the progress, understanding and management of health and safety risks across the organisation; and*
2. *that the reporting period is August – October 2024.*

Carried

**FROM THE  
CHANCELLOR**

**Degrees Conferred in Absentia**

Moved:

*That Council approves the degrees to be revoked and awarded in absentia for the public record.*

Carried

Ms Albertson, Ms Couch and Ms Miller-McTaggart left the meeting.

**FROM THE VICE-  
CHANCELLOR**

**Vice-Chancellor’s Monthly Report**

The Vice-Chancellor highlighted items from her written report and the following was noted:

- Sir Richard Taylor, of New Zealand’s Weta Workshop, presented UC’s annual free public Hopkins Lecture. This included a meeting

with the Vice-Chancellor and Ms Sam Witters and a tour of Kōawa Creative Technologies Precinct.

- A Donor Appreciation Celebration was held on 7 November to acknowledge and thank donors and local business partners who contributed to the University in 2024.
- Actions were being taken to mitigate the likelihood of the food poisoning incident at the University Student Halls happening again. The contractors involved were UCSA, Cedar Pacific and UniLodge. Support was provided to all students affected by the food poisoning and special considerations were offered to all affected during exam time.
- The Vice-Chancellor and Pro Vice-Chancellor, Distinguished Professor Steven Ratuva travelled to Samoa recently and met with the Samoan Prime Minister. An alumni association was launched and a successful event that was attended by prominent leaders and the Deputy Prime Minister.
- UC had active agreements with the Pacific universities, which included University of South Pacific, National University of Fiji and National University of Samoa.

Moved:

*That Council notes the Vice-Chancellor's monthly report.*

Carried

## **ACADEMIC BOARD**

### **Academic Board Report**

There were no questions of the report.

- The Chancellor thanked Associated Professor Griffith for her attendance and contribution at Council over the year.

Moved:

*That Council:*

- 1. notes the Academic Board Report.*
- 2. approves the semester dates for 2026.*
- 3. notes the reports of Graduating Year Reviews and the introduction of new Qualifications from established programmes. These reports were endorsed by the Academic Board and were with the Committee on University Academic Programmes for approval.*
- 4. receives the draft one year-on progress report following the AQA Academic Audit visit which is due with the AQA Board in December.*

Carried

Associate Professor Alison Griffith left the meeting.

## **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:*

<b>Item on Public Excluded Agenda</b>	<b>General Subject Matter</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under section 48(1) for the passing of this resolution</b>
4.0	<b>Council &amp; Vice-Chancellor Only Time</b>	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)
5.0 5.1	<b>Minutes</b> Confirm public excluded minutes of 16 September 2024	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
6.0 6.1 6.2 6.3	<b>Matters Arising</b> Current Action Schedule Strategy Day Action Schedule Information 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)
7.0 7.1 7.2	<b>Health &amp; Safety</b> Monthly Health & Safety Verbal Update H&S Induction Process Annual Review	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)
8.0 8.1	<b>Arbitration</b> Arbitration Matter Strategy 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)
9.0 9.1 9.2 9.3 9.4	<b>Audit &amp; Risk</b> Audit & Risk Committee Report (4 November 2024) Internal Audit Plan 2025 Post Implementation Review Workplan 2025 Year-end 2024 Key Accounting Issues	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)
10.0 10.1 10.2	<b>Strategy &amp; Planning</b> Strategy Implementation Q3-2024 Update Triennial Plan 2025-2027	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)
11.0 11.1 11.2 11.3 11.4 11.5 11.6	<b>Finance</b> University Budget 2025 Consolidated UC and Trusts 2025 Budget Major Investment Plan (MIP) Q3-2024 Report 30 September 2024 Summary Consolidated Financial Statements 31 October 2024 Financial Report Deferral of UCSA Loan Interest Increase	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)
12.0 12.1 12.2	<b>Major Projects</b> Kōawa Digital Screen Programme New Governance Structure Kōawa Digital Screen Project Quarterly Report	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)
13.0 13.1	<b>Academic</b> Strategy Implementation Graduate Profile	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)

14.0	<b>Delegations</b> Delegations Register Annual Update Conferral of Qualifications Regulation Amendments Delegation of Authority to Executive Committee	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)
14.1			7(f)(i)
14.2			
14.3			
15.0	<b>From the Chancellor</b> Pro-Chancellor Election Committee Membership Elections Chancellor Meetings & Correspondence Verbal Update Council Workplan 2024 & 2025 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)
15.1			7(f)(i)
15.2			
15.3			
15.4			
16.0	<b>From the Vice-Chancellor</b> Vice-Chancellor's Monthly Report Emeritus Professor Nomination Academic Board Minutes 13 September 2024 Academic Board Motion from September Council Meeting	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)
16.1			7(f)(i)
16.2			
16.3			
16.4			
17.0	<b>General Business</b>	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)
18.0	<b>Council-Only Time</b>	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)

*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 Thursday 20 February 2025 at 9:00am in the Council Chamber.

**MEETING CLOSED** The public meeting closed at 3.00pm.

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

DATE: \_\_\_\_\_

**COUNCIL ACTION SCHEDULE**  
 from the meeting held on 20 November 2024  
 (new and updated actions are shown in red)

	<b>Action</b>	<b>By Whom</b>	<b>Due Date</b>	<b>Expected</b>
1.	Provide Council with a report on UC's QS ranking strategy.	Professor Gostomski	October Strategy Day	Complete
2.	Provide Council with management's advice on the impact to UC of the proposed motion to disclose, divest and suspend all connections with Israel.	Vice-Chancellor	TBC	Complete
3.	Health, Safety and Wellbeing Policy Review – Revised policy to Council for approval.	Mr O'Flaherty	TBC	Policy Review is ongoing
4.	H&S Report to provide data on the November food poisoning incident.	Mr O'Flaherty	Feb 2025	