

COUNCIL

Public Meeting Minutes

Te Kaunihera o Te Whare Wānanga o Waitaha



DATE	Monday 18 March 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 Rachel Robilliard, Ms Gillian Simpson, Ms Lisa Tumahai, Ms Poto Williams, Ms Catherine Woods.
IN ATTENDANCE	Associate Professor Alison Griffith, Ms Adela Kardos, General Counsel & Registrar, Mr Keith Longden, Executive Director Planning, Finance & Digital Services, Ms Catherine Moran, Deputy Vice Chancellor (Academic), Mr Paul O’Flaherty, Executive Director People, Culture and Campus Life, Mr Richmond Tait, Director of Finance, Mr Grantley Judge, Governance and Compliance Manager, Ann Gibbard, Governance Advisor.
APOLOGIES	There were no apologies.
WELCOME	The Chancellor opened the meeting with a karakia and welcomed Mr Bruce Irvine to his first meeting.
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 19 February 2024 <u>Moved:</u> <i>That the minutes of the meeting held on 19 February 2024 be accepted as a true and correct record.</i>

Carried

MATTERS ARISING

Action Schedule

The one action was an item included in the Council agenda.

FROM THE CHANCELLOR

Degrees Conferred in Absentia

It was noted that the list of degrees had been presented to the Executive Committee, on 11 March 2024, in order to meet graduation programme printing deadlines for the April graduation ceremonies.

HEALTH & SAFETY

Monthly Health and Safety (H&S) Report

Mr Paul O’Flaherty, Executive Director People, Culture and Campus Life spoke to the item. It was noted that:

- The UC H&S Assura App had been experiencing some technical issues. The Assura App was working for some users and not others. The QR code was suggested as an alternative method for reporting and would be further rolled out over the coming months.
- Employee Assistance Programme (EAP) – The Annual Summary for the year to January 2024 had been provided and when benchmarked across other organisations, the statistics were the same except for one area, Anxiety, and the statistics were higher at UC.
- A question was raised regarding the risk assessment of infectious diseases and how this was rated in the T5. Council requested regular updates on progress to resolving the laboratory safety plan including the gas alarm faults.

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 January – 31 January 2024.*

Carried

POLICY

Sensitive Expenditure Policy Review

Mr Richmond Tait, Director Finance, spoke to the item and noted the three amendments to the Policy to make clear the Policy applies to Council and UC staff, with no exceptions. A further clarification was to be added that any Audit and Risk Committee Chair sensitive expenditure would be put to the Chancellor for approval.

Moved:

That Council approves the proposed amendments to the Sensitive Expenditure Policy Review.

Carried

**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 UCSA Clubs Day was a success.
- The vaccination drive was well received and the Meningitis Foundation thanked the University for its support.
- There were challenges with catering for increased student numbers and this would be further discussed at the May Council Strategy Day.
- Due to the over demand for student accommodation, some students were enrolling at other universities.
- An increase in international student numbers was expected mid-year and would further increase demand for accommodation.

Moved:

That Council notes the Vice-Chancellor’s monthly report.

Carried

ACADEMIC BOARD

Academic Board Report

Associate Professor Alison Griffith spoke to the report.

Academic Board members appreciated the Vice-Chancellor’s recent “Staff Hui” presentations on the University’s financial funding and student number increases.

Moved:

That Council notes:

1. *the 9 February 2024 Academic Board Report; and*
2. *the proposal to amend the Master of Organisational Psychology as endorsed by the Academic Board and which had been reported to the Committee on University Academic Programmes.*

Carried

**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:

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
4.0 4.1	Minutes Confirm public excluded minutes of 19 February 2024	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	Refer to previous minutes
5.0 5.1 5.2	Matters Arising Information Papers Action Schedule	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)
6.0 6.1	Arbitration Matter Arbitration Matter Update	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h) 7(f)(i)

		To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	
7.0 7.1 7.2	Health & Safety Health & Safety External Audit Report Monthly Health & Safety Verbal Update	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 8.2 8.3 8.4 8.5 8.6	Audit Audit 2023 Verbal Update Draft Representation Letters Interim Management Report to Council from Audit NZ Audit Fraud Questionnaires Annual Report 2023 Audit Clearance & Audit Opinion	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 9.5 9.6 9.7 9.8	Finance and Major Projects Kōawa Enabling Works Funding Tax Compliance Plan 2024 Post-Implementation Review Workplan 2024 Student Accommodation Programme Update Digital Transformation 6-Monthly Update UC Trust Funds Update Statement of Investment Policy and Objectives (UCTF) Review 29 February 2024 Financial 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)
10.0 10.1	Facilities Management Facilities Management Operational Plan	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	Other Precision Chroma Proposal	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 12.3 12.4 12.5 12.6 12.7	From the Chancellor Pro-Chancellor Election Honours & Appointments Committee Election Vice-Chancellor Employment Committee Election Student Request to Withdraw Existing Qualification Council May Strategy Day Agenda Executive Committee Decision Council Workplan 2024 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)
13.0 13.1 13.2	From the Vice-Chancellor Vice-Chancellor's Monthly Report Academic Board Minutes 10 November 2023	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 14.1	From the Audit and Risk Committee Audit and Risk Committee Meeting 4 March 2024 verbal 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)

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)
16.0	Council-Only Time	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 Monday 15 April 2024 at 9:00am in the Council Chamber.

MEETING CLOSED The public meeting closed at 2.45pm.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

COUNCIL ACTION SCHEDULE
from the meeting held on 18 March 2024

	Action	By Whom	Due Date	Expected
1.	Provide Council an update on the student uptake of the Assura App.	Mr O’Flaherty	Complete	
2.	Provide Council an update on the laboratory gas alarm matter.	Mr O’Flaherty	April 2024	