

CONFIRMED MINUTES

OPEN NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY COUNCIL MEETING



At the **Nelson Marlborough Institute of Technology Council Meeting** on **19 Aug 2026** these minutes were **confirmed as presented**.

Name:	Nelson Marlborough Institute of Technology
Date:	Wednesday, 17 June 2026
Time:	9:30 am to 12:02 pm (NZST)
Location:	Nelson Marlborough Institute of Technology, Nelson Campus (Room M306), 322 Hardy Street, Nelson
Board Members:	Tony Gray (Chair), Sarah-Jane Weir, Lester Binns, Lynette Rayner
Attendees:	Caroline Seelig, Eric Sinclair, Jimmy Sinclair, Kate Neame, Nicole Akuhata, Susannah Roddick, Sophie Power
Apologies:	Rachael Hāte
Guests/Notes:	Gillian Dudgeon

1. Opening

1.1 Karakia

Sarah-Jane Weir (Deputy Chair) opened the meeting at 9:30am with a karakia.

The Council congratulated Caroline Seelig on her permanent appointment as Chief Executive.

1.2 Welcome and Apologies

An apology was received from Rachael Hāte (Council Member).

The Chair, Tony Gray, advised he would join the meeting at 10:00am.

1.3 Mix of Provision Tutorial

The Chief Executive provided a tutorial to Council on Mix of Provision (TEC funding).

2. Council Only Time

2.1 Council Only Time

Council agreed to proceed directly to the open meeting, with no Council-only session held.

3. Interests Register

3.1 Interests Register

The Interests Register was noted, with any updates to be sent to the Board Secretary.

4. Minutes and Actions from Previous Meetings

4.1 Confirm Minutes

Open Nelson Marlborough Institute of Technology Council Meeting 20 May 2026, the minutes were confirmed as presented.



Open minutes approved

The open minutes from the previous Nelson Marlborough

Decision Date: 17 Jun 2026

Outcome: Approved

4.2 Action List

Due Date	Action Title	Owner(s)
16 Apr 2026	Council induction and information sessions Status: Completed on 19 Aug 2026	Caroline Seelig, Tony Gray
20 May 2026	Induction for Rachael Hāte Status: Completed on 17 Jun 2026	Tony Gray
20 May 2026	TEC Funding Workshop Status: Completed on 17 Jun 2026	Caroline Seelig
20 May 2026	NMIT Council Appointment Statute Status: Completed on 8 Jun 2026	Tony Gray
20 May 2026	Review financial results paper Status: Completed on 20 May 2026	Rachael Hāte, Sarah-Jane Weir
6 Jun 2026	Outsiders Education Insights - Council to subscribe to newsletter & NMIT Learner Communications Status: Completed on 8 Jun 2026	Sophie Power
16 Jun 2026	Stakeholder engagement Status: On Hold	Caroline Seelig, Kate Neame, Tony Gray
16 Jun 2026	NMIT to obtain a building valuation on C Block Status: On Hold	Eric Sinclair
16 Jun 2026	Inform Iwi of sale of C Block Status: On Hold	Nicole Akuhata, Tony Gray
16 Jun 2026	APL report on C Block Status: In Progress	Eric Sinclair
16 Jun 2026	Council attendance at Academic Committee Status: Completed on 25 May 2026	Sophie Power
17 Jun 2026	Timelines for Critical Risk resolution Status: In Progress	Jimmy Sinclair
17 Jun 2026	To state risk percentage Status: Completed on 10 Jun 2026	Eric Sinclair
17 Jun 2026	Meeting with Iwi Chairs Status: Not Started	Tony Gray
17 Jun 2026	Building depreciation/valuation reports Status: Completed on 9 Jun 2026	Lester Binns, Lynette Rayner

Due Date	Action Title	Owner(s)
17 Jun 2026	Finance system Status: Completed on 22 Jun 2026	Eric Sinclair
17 Jun 2026	Middle East Market to follow up with Director Demand Management Status: Completed on 16 Jun 2026	Kate Neame, Rachael Hāte
1 Jul 2026	Find independent Chair for ARC Status: On Hold	Lester Binns, Lynette Rayner, Rachael Hāte, Sarah-Jane Weir, Tony Gray
1 Jul 2026	Select Council Sub-Committees Status: In Progress	Tony Gray
1 Jul 2026	Need for International travel to be identified in Critical Risks framework, to discuss with WorkSafe Status: Completed on 19 Aug 2026	Jimmy Sinclair
1 Jul 2026	Update wording Council Appointments Statute 3.1, B - Te Tiriti o Waitangi Status: Completed on 25 May 2026	Sophie Power
1 Jul 2026	NMIT Council to meet with Student Representatives Status: In Progress	Nicole Akuhata, Tony Gray
1 Jul 2026	Mapping Learner Journey Status: In Progress	Nicole Akuhata, Tony Gray
1 Aug 2026	Report on Research within NMIT Status: Completed on 9 Jun 2026	Caroline Seelig

5. Correspondence

5.1 2027 TEC Indicative Funding Allocations - June 2, 2026

The Council received the tabled correspondence.

5.2 NMIT Additional DQ3-7 Funding Request - Letter to Kim Ulberg

The Council received the tabled correspondence.

5.3 Programme Specific Funding Request - Letter to Kim Ulberg

The Council received the tabled correspondence.

5.4 NMIT Expression of Interest PITO transition May 2026

The Council received the tabled correspondence.

6. Health, Safety and Wellbeing

6.1 Health, Safety and Wellbeing Report May 2026

The People and Wellbeing Manager presented the Health, Safety and Wellbeing Report for May 2026.

Key points noted:

- Kaimahi participation in a Coordinated Incident Management System (CIMS) workshop.

- Discussion of NMIT's internal CIMS guidelines.
- Identification of the need to audit offsite activities to strengthen health and safety practices.

Council supported the resourcing of an external audit of offsite activities.



Council Health and Safety Walk-Around on Campus

Council proposed the need for them to partake in a Health and Safety walk-around on campus.

Due Date: 19 Aug 2026
Owner: Caroline Seelig

6.2 Gillian Dudgeon (Tertiary Education Commission)

Gillian Dudgeon (Deputy Chief Executive, Delivery Directorate, and Acting Chief Executive, Tertiary Education Commission) joined the meeting at 10:30am and departed at 11:20am.

It was noted that Council will attend a TEC Council Induction in Wellington on 5 August, 2026.

TEC Verbal Update

Gillian Dudgeon provided a verbal update covering:

- **Funding Environment:** Confirmation of an increase to volume funding in Budget 2026. The TEC Board is expected to approve additional funding for institutions demonstrating over-delivery, including growth in priority areas and strong performance in non-priority areas.
- **Investment Process:** Final allocations are pending, with TEC indicating it will provide NMIT with an early indication of likely additional funding.
- **Budget 2026 Priorities:** Increased provision across Youth Guarantee, Trades Academies (MoE), and Foundation-level provision, alongside a tertiary funding review (MoE) encompassing investment plans, fees, regulation, and student support settings.

Council Discussion

- **Work-Based Learning (WBL):**
 - Clarification was sought regarding alignment between WBL and ITR/SDR reporting.
 - It was noted that current WBL provision does not directly translate to SDR and must be channelled through ITR arrangements.
 - NMIT indicated a preference for WBL classification over SDR; however, all existing WBL activity is required to transition through ITR.
 - Approximately 400 learners are currently supported through WBL delivery.
- **Priority Funding and Regional Alignment:**
 - Priorities are set by Industry Skills Boards (ISBs), including input on regional skill needs.
 - Regional agencies and groups are expected to capture and communicate local priorities to TEC.
- **Tertiary Education Review:**
 - Noted the long-term review cycle (10-year horizon).
 - Emphasis on strengthening vocational pathways, community connection, and pipeline development for polytechnics.
 - ISBs have received funding to progress apprenticeship-related work.
 - Discussion highlighted the need for increased agility and innovation within the polytechnic sector, and greater flexibility from NZQA.

- **TEC Perspective on Risk:**

- Key risks identified include over-optimistic forecasting (both domestic and international).
- Acknowledged positive performance improvement compared to the prior year.
- Ongoing transition to standalone ITPs requires strong governance, transparency, and constructive engagement with TEC.
- TEC will provide feedback to NMIT on risk areas from its perspective.

- **Open Polytechnic / Tai Poutini Collaboration:**

- Update provided on collaboration across programme areas including Construction, Automotive, Hairdressing, and Outdoor Recreation.
- Noted use of seconded staff to support delivery.

7. Decisions

7.1 NMIT 2026 Strategic Priorities



Insert reference to Wellbeing, Health and Safety (2.3)

Include explicit reference to wellbeing, health, and safety within section 2.3

Due Date: 19 Aug 2026

Owner: Jimmy Sinclair



Establish RAG ratings and assign responsibilities

RAG rating and responsibilities to be established by the Senior Leadership Team.

Due Date: 19 Aug 2026

Owner: Caroline Seelig



Approved

Council approved the NMIT 2026 Strategic Priorities.

Decision Date: 17 Jun 2026

Outcome: Approved

8. Discussion

8.1 Chair's Report (Verbal)

The Chair provided a verbal update on recent Chair engagements.

8.2 Chief Executive Report

The Chief Executive presented the CE Report (May 2026).

Discussion included:

- Trades Academy (TOTSA) delivery pipeline
- Industry-based training models

The report was received.

8.3 Response to Middle East Market Enquiry

The Council received the Response to Middle East Market Enquiry for information.

8.4 May 2026 Financial Update

Director Finance and Risk presented the May 2026 Financial Update

Council approves that the D&C valuation approach and the use of useful life calculations is justified.

Council agrees to sign the banking form.

8.5 Sub-Committees

The Chair confirmed the interim governance structure:

- Council of five members
- Audit and Risk Committee
- People and Capability Committee

Updated Terms of Reference will be presented at the next meeting.



Circulate draft Terms of Reference to Council for workshop and feedback.

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Due Date: 18 Jun 2026
Owner: Sophie Power

9. Academic Committee

9.1 Academic Committee Minutes



Council to confirm attendance at Academic Committee meetings.

Council to confirm attendance at Academic Committee meetings.

Due Date: 17 Jun 2026
Owner: Tony Gray

10. Additional Information

10.1 2025 Research Output - Annual Report

The Director Academic and Teaching presented the 2025 Research Outputs Annual Report.

The report was received.



Invite Council to end of year Research hui

Invite Council to end of year Research hui

Due Date: 19 Aug 2026
Owner: Sophie Power

11. Resolution to Exclude the Public

11.1 Resolution to Exclude the Public

12. Other Business

13. Close Meeting

13.1 Close the meeting

Next meeting: Nelson Marlborough Institute of Technology Council Meeting - 19 Aug 2026, 9:30 am

Signature:_____

Date:_____