

CONFIRMED MINUTES

OPEN NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY COUNCIL MEETING



At the **Open Nelson Marlborough Institute of Technology Council Meeting** on **17 Jun 2026** these minutes were **confirmed as presented**.

Name:	Nelson Marlborough Institute of Technology
Date:	Wednesday, 20 May 2026
Time:	9:30 am to 12:15 pm (NZST)
Location:	NMIT, 322 Hardy Street Nelson 7010
Board Members:	Tony Gray (Chair), Sarah-Jane Weir, Lester Binns, Lynette Rayner, Rachael Hāte
Attendees:	Nicole Akuhata, Eric Sinclair, Jimmy Sinclair, Sophie Power
Apologies:	Caroline Seelig
Notes:	Financial discipline, wellbeing assurance and policy maturity.

1. Opening

1.1 Karakia

The Chair opened the meeting with a karakia.

1.2 Welcome and Apologies

The Chair noted that Lester Binns, Lynette Rayner and Rachael Hāte will be joining the meeting online via Microsoft Teams.

The Chair welcomed Nicole Akuhata as Acting Chief Executive.

Director Finance and Risk and People and Wellbeing Manager joined the meeting.

2. Council Only Time

2.1 Council Only Time

The Council agreed to proceed into the open meeting without Council only time.

3. Interests Register

3.1 Interests Register

4. Minutes and Actions from Previous Meetings

4.1 Confirm Minutes

Open Nelson Marlborough Institute of Technology Council Meeting 15 Apr 2026, the minutes were confirmed as presented.

4.2 Action List

Due Date	Action Title	Owner(s)
15 Apr 2026	Review TEC reporting and risk assessment processes Status: Completed on 15 Apr 2026	Lynette Rayner
16 Apr 2026	Council induction and information sessions Status: In Progress	Caroline Seelig, Tony Gray
20 May 2026	Induction for Rachael Hāte Status: In Progress	Tony Gray
20 May 2026	Tikanga Māori Workshop Status: Completed on 18 May 2026	Nicole Akuhata
20 May 2026	TEC Funding Workshop Status: In Progress	Caroline Seelig
20 May 2026	NMIT Council Appointment Statute Status: Completed on 8 Jun 2026	Tony Gray
20 May 2026	NMIT Delegations Register Policy Status: Completed on 30 Apr 2026	Eric Sinclair
20 May 2026	NMIT Taxation Policy Status: Completed on 30 Apr 2026	Eric Sinclair
20 May 2026	Coordinate a meeting with Craig Churchill Status: Completed on 29 Apr 2026	Sophie Power
20 May 2026	Engagement Day survey results Status: Completed on 29 Apr 2026	Caroline Seelig
20 May 2026	Review financial results paper Status: Completed on 20 May 2026	Rachael Hāte, Sarah-Jane Weir
16 Jun 2026	Stakeholder engagement Status: In Progress	Caroline Seelig, Tony Gray



Outsiders Education Insights - Council to subscribe to newsletter & NMIT Learner Communications

Sophie to check they are subscribed.

Due Date: 6 Jun 2026
Owner: Sophie Power



Find independent Chair for ARC

Find independent Chair for ARC

Due Date: 1 Jul 2026
Owners: Lester Binns, Lynette Rayner, Rachael Hāte, Sarah-Jane Weir, Tony Gray



Select Council Sub-Committees

Sub-committees:

- Audit and Risk Committee
- People and Culture/Wellbeing/Health & Safety Committee

A Chair is required for each sub-committee. All Council members will be part of these sub-committees.

The SLT to draft Terms of Reference.

Short term: suggestion for focus on Property (suggestion to be built into the Audit and Risk Committee).

Due Date: 1 Jul 2026

Owner: Tony Gray

5. Correspondence

6. Health, Safety and Wellbeing

6.1 Health, Safety and Wellbeing Report April 2026

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

It was noted that the People and Wellbeing Manager and Senior Wellbeing and Safety Advisor have set up a traffic light reporting system (green = lowest risk, red = highest risks) to identify Critical Risks. Some red-flagged outstanding Critical Risks are due to the transition from Te Pūkenga. High-risk items includes vehicle maintenance and licensing.

Discussion regarding the Health and Safety budget and resources; the need for more Health and Safety co-ordination FTE was noted.

Feedback from Council included the need for critical risks to be developed within teams (tutors, technicians, Heads of Schools), to then report back to SLT, People and Wellbeing Manager and Senior Wellbeing and Safety Advisor (ground-up approach).

It was noted that the People and Wellbeing Manager is currently working on Union bargaining (TIASA and TEU). It was noted that the People and Wellbeing Manager and Acting Chief Executive have a positive, transparent relationship with local reps and committees.

It was resolved that the Council receives the Health, Safety and Wellbeing report.



Need for International travel to be identified in Critical Risks framework, to discuss with WorkSafe

Need for International travel identified in Critical Risks framework.

Due Date: 1 Jul 2026

Owner: Jimmy Sinclair



Timelines for Critical Risk resolution

Council requested timelines for Critical Risks resolution - mitigating factors, residual risks, actions.

Due Date: 17 Jun 2026

Owner: Jimmy Sinclair

7. Decisions

7.1 Policies for Approval



Update wording Council Appointments Statute 3.1, B - Te Tiriti o Waitangi

Addition to wording, Section 3.1, B

"Must bring knowledge, experience and expertise in relation to Te Tiriti o Waitangi and demonstrate the ability to ensure that governance decisions reflects its principles."

Due Date: 1 Jul 2026

Owner: Sophie Power



Council Appointments Statute is approved subject to addition

Resolved: Council noted the change to the Council Appointments Statute, agreed to the addition/change of wording under point 3.1, B, and approved the Council Appointments Statute subject to the addition/change of wording.

Decision Date: 20 May 2026

Outcome: Approved

7.2 Property

It was noted that Council is supportive of the sale of C Block.

The Council receives the additional supporting property documents for information.

Resolved: Council agrees on the following actions, including; obtaining an independent building valuation and obtaining a report from APL on the current position and next steps required for taking C Block to market, and to inform Iwi Chairs of the intention to sell C Block.



NMIT to obtain a building valuation on C Block

NMIT to obtain a building valuation on C Block.

Due Date: 16 Jun 2026

Owner: Eric Sinclair



Inform Iwi of sale of C Block

Inform Iwi Chairs regarding the preliminary sale of C Block.

Due Date: 16 Jun 2026

Owners: Nicole Akuhata, Tony Gray



APL report on C Block

APL to prepare a report on current position, to inform NMIT of the next steps required to take C Block to market.

Due Date: 16 Jun 2026

Owner: Eric Sinclair

7.3 Risk Management

Director Finance and Risk presented the Risk Management Report.

It was noted that the tabled Risk Management Framework was created in alignment with Australia and New Zealand Risk Management and was adjusted to reflect the context of Educational settings. Council provided feedback to align the framework with nuanced NMIT-specific context.

The Council discussed their risk appetite, including the current baseline vs. evolving approach, and requested for regular updates.

Resolved: The Council accept the recommendation for development of the Risk Management Framework. It was agreed upon that Risk is to be reported and reviewed at the Audit and Risk sub-committee. Risk is to be presented at every second Board meeting, with the exception of any triggered events to be reported to the Chair immediately.



To state risk percentage

To state risk percentage

Due Date: 17 Jun 2026

Owner: Eric Sinclair

8. Discussion

8.1 Chair's Report (Verbal)

The Chair presented a verbal report, including:

1. ITP's Chair's meeting in Wellington (23-24 April)

Main topics of discussions, included:

- Heightened level of collaboration between ITPs.
- Meeting with Minister Simmonds, encouraging of ITPs to form an association, for an advocacy voice.
- The Minister encouraged the resurrection of ITPQ - ITP's used to look after their own quality and accreditation. Chair's will work with CE's to look at how ITP quality approach might be introduced - NZQA's function.
- Viability was discussed.
- Session around issues existing with ITP's with international and INZ and Visa delays as a result, looking at getting a CE's group involved in International. The Chair has been asked to be involved.

2. Chair's Meeting/Activity updates:

- Chair has met with Craig Churchill.
- Chair will be meeting with NCC Mayor and CE.
- The Chair is meeting with Minister Simmonds in June.
- A meeting has been arranged with Andy Jackson, TEC Deputy Secretary Policy.



Meeting with Iwi Chairs

To coordinate dates to meet with Iwi Chairs.

Due Date: 17 Jun 2026

Owner: Tony Gray

8.2 Chief Executive Report

The Acting Chief Executive presented the Chief Executive Report.

Resolved: The Council receives the CE report for information.



NMIT Council to meet with SANITI Executives

NMIT Council to meet with SANITI Executives

Due Date: 1 Jul 2026

Owners: Nicole Akuhata, Tony Gray



Council attendance at Academic Committee

The Board Secretary to inform Council of Academic Committee dates.

Due Date: 16 Jun 2026

Owner: Sophie Power

8.3 NMIT Priorities 2026

Council acknowledged the work that the Senior Leadership Team contributed to create the NMIT Priorities document.



Approved

Council approves the NMIT Priorities 2026.

Decision Date: 20 May 2026

Outcome: Approved

8.4 TEC Funding Priorities

Council discussed TEC funding priorities.

It was noted that TEC has asked for feedback regarding their funding priorities. It was noted that NMIT closely monitor the running of programmes and that risk depends on how mix of provision evolves and how NMIT adapts to priority areas.

8.5 NMIT 2027 Investment Plan

Council provided positive feedback on the NMIT 2027 Investment Plan.

The Chair would like to see mapping of the learner journey. The Chair to work with Director Māori and Learner Success.

It was noted that the enrolment process needs to be modernized and streamlined with the learner success function. This will allow for identification of learner support needs of learner profiles captured with the initial enrolment process.



Mapping Learner Journey

The Chair would like to see mapping of the learner journey. The Chair to work with Director Māori and Learner Success.

Due Date: 1 Jul 2026

Owners: Nicole Akuhata, Tony Gray



Report on Research within NMIT

Council would like to see a paper on Research within NMIT.

Due Date: 1 Aug 2026

Owner: Caroline Seelig

8.6 April 2026 Financial Update

Director Finance and Risk presented the April 2026 Financial Update, noting that the year to date report is a quarter of a million dollars ahead of plan.

Council discussed property value and depreciation.

The need for selecting a new finance system, or extending licensing arrangements was highlighted.

Council can support if needed in continuing a license with Open Polytechnic.

Resolved: Council receives the April 2026 Financial Update.



Building depreciation/valuation reports

Building depreciation/valuation reports - Lynette and Lester to discuss and report back to Council with suggested position.

Due Date: 17 Jun 2026

Owners: Lester Binns, Lynette Rayner



Finance system

Director Finance and Risk will report back to Council regarding choice of finance system. Director Finance and Risk will consult with Council before signing up to a new system.

Due Date: 17 Jun 2026

Owner: Eric Sinclair

8.7 International

Resolved: the Council receives the International paper for information.



Middle East Market to follow up with Director Demand Management

Question raised regarding Middle East market, to follow up with Director Demand Management

Due Date: 17 Jun 2026

Owners: Kate Neame, Rachael Hāte

9. Academic Committee

9.1 Academic Committee Minutes

Resolved: the Council receives the Academic Committee minutes.

10. Other Business

11. Resolution to Exclude the Public

11.1 Resolution to Exclude the Public

The open section of the meeting closed at 12:15pm, for a brief break.

12. Close Meeting

12.1 Close the meeting

Next meeting: Open Nelson Marlborough Institute of Technology Council Meeting - 17 Jun 2026, 9:30 am

Signature: _____

Date: _____