CONFIRMED MINUTES

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY COUNCIL MEETING

At the **Nelson Marlborough Institute of Technology Council Meeting** on **28 Oct 2026** these minutes were **confirmed as presented.**

Name:	Nelson Marlborough Institute of Technology
Date:	Wednesday, 23 September 2026
Time:	12:30 pm to 2:30 pm (NZST)
Location:	NMIT, 322 Hardy Street Nelson 7010
Board Members:	Tony Gray (Chair), Sarah-Jane Weir, Lester Binns, Lynette Rayner, Rachael Hāte
Attendees:	Caroline Seelig, Anita Easton, Eric Sinclair, Jimmy Sinclair, Kate Neame, Nicole Akuhata, Susannah Roddick, Sophie Power
Notes:	Financial and EFTS Focus (2027)

1. Council Only Time

1.1 Council Only Time

Council held Council-only time prior to the open meeting starting.

2. Opening

2.1 Karakia

2.2 Welcome and Apologies

NMIT in attendance: Caroline Seelig, Kate Neame, Jimmy Sinclair, Anita Easton, Nicole Akuhata, Eric Sinclair, Susannah Roddick

Council in attendance: Tony Gray (Chair), Sarah-Jane Weir, Lester Binns, Lynette Rayner (online), Rachael Hāte (online)

3. Interests Register

3.1 Interests Register

4. Minutes and Actions from Previous Meetings

4.1 Confirm Minutes

Nelson Marlborough Institute of Technology Council Meeting 19 Aug 2026, the minutes were confirmed as presented.

19 August 2026 Council Minutes

Council approves the minutes of the previous meeting, held 19 August 2026.

Decision Date: 23 Sept 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
16 Jun 2026	Stakeholder engagement **Status:** In Progress	Caroline Seelig, Kate Neame, Tony Gray
16 Jun 2026	NMIT to obtain a building valuation on C Block **Status:** In Progress	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:** Completed on 24 Sept 2026	Eric Sinclair
17 Jun 2026	Timelines for Critical Risk resolution **Status:** In Progress	Jimmy Sinclair
17 Jun 2026	Meeting with Iwi Chairs **Status:** Not Started	Tony Gray
17 Jun 2026	Council to confirm attendance at Academic Committee meetings. **Status:** In Progress	Sophie Power
24 Jun 2026	Tony to send Accommodation Strategy to Caroline **Status:** Completed on 19 Aug 2026	Tony Gray
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	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
19 Aug 2026	Council Health and Safety Walk-Around on Campus **Status:** In Progress	Caroline Seelig
19 Aug 2026	Insert reference to Wellbeing, Health and Safety (2.3) **Status:** In Progress	Jimmy Sinclair
19 Aug 2026	Establish RAG ratings and assign responsibilities **Status:** In Progress	Caroline Seelig

Due Date	Action Title	Owner(s)
19 Aug 2026	Send incident report to Council **Status:** Completed on 19 Aug 2026	Jimmy Sinclair
19 Aug 2026	ARC meeting dates **Status:** Completed on 22 Sept 2026	Sophie Power
1 Sept 2026	Update Board calendar - insurance renewal for September/October board meeting. **Status:** Completed on 22 Sept 2026	Sophie Power
16 Sept 2026	Add survey reporting to workplan **Status:** Completed on 22 Sept 2026	Sophie Power
18 Sept 2026	Health and Safety Walk-Around in October **Status:** In Progress	Sophie Power
18 Sept 2026	Schedule Richmond Campus Health and Safety Walk-Around **Status:** Completed on 8 Oct 2026	Julie Harris
1 Oct 2026	Risk update to be presented in October **Status:** In Progress	Eric Sinclair
1 Oct 2026	Workforce pulse surveys - report in October **Status:** In Progress	Jimmy Sinclair
21 Oct 2026	Complete Due Diligence Record, Health and Safety Walk-Around on NMIT Campuses **Status:** Completed on 21 Oct 2026	Lester Binns, Lynette Rayner, Rachael Hāte, Sarah-Jane Weir, Tony Gray
21 Oct 2026	Resourcing assessment health and safety roles **Status:** Not Started	Caroline Seelig, Jimmy Sinclair

4.3 2026 Annual Work Plan

It was noted that the current Board Workplan is a draft. The Chair confirmed he will work on the Workplan with the Chief Executive and Board Secretary ready to present at next Council meeting.

5. Discussion

5.1 Chair's Report (Verbal)

The Chair presented a verbal update to Council:

- ITP Chair meetings.
- ITP federation.
- Cost of audit.
- Ministry of Education visit.
- Nursing Council audit.
- Update letter to iwi Māori Chairs group, Rachael and Tony will catch up re: KPIs for CE.
- The Chair and Chief Executive met with Nelson City Mayor and Nelson City Council Chief Executive.
- The Chair met with Tasman Mayor and Tasman District Council Chief Executive.

5.2 Chief Executive Report

The Chief Executive presented the Chief Executive report to Council:

- Budget cycle.
- Summary of recent trip to China.

- Discussed additional TEC funding at Level 1 and 2 and confirmed that the $400k additional funding from TEC at Level 7+ and Levels 3-7 is for 2027.
- The Chief Executive shared that Open Day was successful and extended thanks to Council for attending. Open Day received positive feedback from Council.
- **Director Digital and Information** presented an update on digital activities at NMIT, change to teaching spaces coming into summer period, cyber security training piloting currently, planning through remainder of 2026-27 for large upcoming projects.
- **Director Finance Facilities and Risk** presented an update on the financial forecast surplus of $2.4m.
- **Director Academic and Teaching** presented an update on academic delivery.
- **Director Demand Management** presented an update on recruitment, applications, EFTS & funding and fees free, Youth Guarantee.

The Chief Executive presented an overview of PowerBI reports. **Action:** Council would like to be presented regular reports on EFTS enrolments etc.

Council received the Chief Executive report.

5.3 August 2026 Financial Update

Council receive the August 2026 financial paper.

5.4 Health and Safety Report

Director People and Wellbeing presented the Health and Safety report.

Council member queried reporting metrics for staff vs. student injuries and how that is reflected in health and safety reporting.

Council receive the Health and Safety report.

6. Decisions

7. Resolution to Exclude the Public

7.1 Resolution to Exclude the Public

8. Close Meeting

8.1 Close the meeting

Next meeting: Nelson Marlborough Institute of Technology Council Meeting - 28 Oct 2026, 10:00 am

Signature:_____ **Date:**_____