

# COUNCIL

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## Minutes

<b>Date</b>	<b>Wednesday 31 October 2018</b>
<b>Time</b>	4.05 pm
<b>Venue</b>	Council Chamber, Level 6 Matariki
<b>Present</b>	Dr John Wood (Chancellor), Dr Rod Carr (Vice-Chancellor), Ms Sue McCormack (Pro-Chancellor), Mr Peter Ballantyne, Ms Catherine Drayton, Professor Roger Nokes, Mr Warren Poh, Mr Josh Proctor, Mr Malcolm Peterson Scott, Mr Shayne Te Aika, Mr Steven Wakefield.
<b>Apologies</b>	None
<b>In Attendance</b>	Mr Jeff Field, University Registrar Mr Bruce White, Acting Registrar Professor Ian Wright, Deputy Vice-Chancellor Ms Alex Hanlon, Executive Director, Learning Resources Mr Keith Longden, Chief Finance Officer Ms Jacqui Lyttle, Risk Manager Ms Robyn Nuthall, UC Futures Programme Director Mr Richmond Tait, Business Finance Director Mrs Raewyn Crowther, University Council Co-ordinator
<b>CONFLICTS OF INTEREST</b>	No conflicts of interest were raised.
<b>MINUTES</b>	The minutes of the meeting held on 26 September 2018 were approved and signed as a correct record.
<b>MATTERS ARISING</b>	There were no matters arising that were not covered by agenda items.

**FROM THE  
CHANCELLOR**

**Chancellor's Meetings**

The schedule of meetings was provided for information.

**Council Work Plan 2018**

An updated copy of the Work Plan was tabled and the changes made since the plan was last tabled were noted. Revised times for various meetings were noted, in particular the 28 November Council meeting which members had agreed should start at 2pm that day.

**Constitution**

Council was advised that the change to the University's constitution limiting Council members' service to 12 years had been gazetted.

**Degrees Conferred in Absentia**

The Chancellor advised Council that the schedule of degrees awarded in absentia had been approved and the names of the graduates were entered into the public record.

**FROM THE VICE-  
CHANCELLOR**

**Monthly Report**

Dr Carr presented the report which was taken as read. The following points were highlighted:

- There had been a significant increase in the numbers of applications to enrol for both domestic and international students. Accommodation had been oversubscribed in anticipation of a number of applicants declining their places.
- Teacher Education had an increase of 30% in applications.
- The EQC claim for damage to the halls of residence had been settled and the funds received. UC would be hosting a Canterbury Earthquakes Symposium run by the Department of the Prime Minister and the Christchurch City Council on 29 and 30 November, with 300 invited participants.

Moved

**That: The Vice Chancellor's Report be received.**

Carried

**FROM THE AUDIT  
AND RISK  
COMMITTEE**

**Health and Safety  
Report**

Mr Peter Ballantyne, Chair of the Audit and Risk Committee, presented the papers referred to Council from its meeting of 15 October 2018.

The report on Health and Safety was discussed and the following points were highlighted:

- Including information on legal cases had been useful
- There were no notable unmitigated risks on campus
- UC students requiring mental health services were able to access support in a timelier manner than at other universities.
- A visit had been made to the Emergency Operation Centre. Audit and Risk committee members were briefed on the organisation structures and operation of the centre in an emergency situation. An exercise had been held the following day. Feedback from the Vice-Chancellor indicated that the team had performed well in the exercise, were well trained and well-coordinated. The

exercise had highlighted that social media provided challenges for the control of communications and the ability for senior members of staff or Council to engage with the media was a realistic risk in emergency situations.

Moved

**That: Council note the Health and Safety Report.**

Carried

External Audit Programme

Mr Ballantyne described the planned audit programme noting that while the report would follow a standard format, this would be the first year that consolidated accounts would be included. It was noted that since this was presented to the Audit and Risk Committee meeting it had been clarified that the Chancellor did not need to sign the letter of engagement.

Moved

**That: Council note the Audit Plan to 31 December 2018.**

Carried

Service Performance Reporting

The report on Service Performance Reporting was discussed and the following points were highlighted:

- The comprehensive nature of the report was acknowledged
- Early adoption of the standard was recommended.

Moved

**That: Council approve the early adoption of PBE FRS – 48 Service Performance Reporting.**

Carried

UC Policy: Treasury Management Framework

The report was taken as read and the additions and changes to the policy were noted. This was a Council policy and was being reviewed as part of the regular review cycle. It was noted that this policy did not apply to the UC Trust Funds or the UC Foundation.

Moved

**That: Council adopt the Treasury Management Framework Policy.**

Carried

**FROM THE FINANCE, PLANNING AND RESOURCES COMMITTEE**

CAPEX Quarterly Report to 30 September 2018

The Chair of the Finance, Planning and Resources Committee, Ms Catherine Drayton, reported on the items that the Committee referred to Council from its meeting on 15 October 2018.

The Quarterly Capex Report was taken as read and Ms Drayton noted that it provided a useful mechanism to keep track of smaller capital items.

Moved

**That: Council note the CAPEX Quarterly Report to 30 September 2018.**

Carried

Correspondence  
Regarding \$50M  
Payment

Ms Drayton noted that the correspondence had been provided for information and that the funds were now with UC.

Moved

***That: Council note the correspondence regarding the \$50M Government payment.***

Carried

**FROM THE  
ACADEMIC  
BOARD**

**Academic Board Report**

Professor Ian Wright presented the report from the meeting of the Academic Board. In discussion of the Academic Board meeting it was noted:

- TEC had released its terms of reference for the PBRF review. There was some concern with the proposed lengthening of the time cycle as a longer cycle would be detrimental to UC while it was still in its recovery phase with fewer staff.
- Publishing research in journals was becoming increasingly expensive as publishers were demanding payment to access articles rather than them being in the free public domain. Publishing in Open Access journals also had costs and would impact on PBRF and the UC promotions process which required publication in certain tiered journals.

**Graduating Year Reports**

The reviews had highlighted a lack of marketing as being a possible reason for low uptake of some courses. Better market research was now undertaken prior to the development of a course. The need to learn the lessons from courses being withdrawn was noted especially as deleting courses could damage the reputation of the institution.

**Changes to the Academic Dress and Specifications Regulations**

The recommended changes were required ahead of the December graduations.

Moved

***That: Council:***

- i) note the Academic Board Report***
- ii) approve the Graduating Year Reports (GYRs) endorsed by the Academic Board for forwarding to CUAP***
- iii) approve the minor changes to the Academic Dress and Specifications Regulations.***

Carried

**PUBLIC  
EXCLUDED  
MEETING**

Moved

**That: the public be excluded from the following parts of the proceedings of this meeting, namely:**

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	Minutes of the meeting held on 26 September 2018 with the public excluded	These items concern matters that were previously dealt with during proceedings of Council from which the public was excluded.	
5	Matters arising from those minutes		
6 6.1 6.2 6.3 6.4 6.5	<b>From the Chancellor</b> Report from Honours and Appointments Committee Emeritus Professor nomination Executive Committee Report – Homestead Lane Vice-Chancellor Farewell Call for nominations for Chancellor	To protect the privacy of natural persons. To protect the privacy of natural persons. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To protect the privacy of natural persons. To protect the privacy of natural persons.	7(a) 7(a) 7(f)(i) 7(a) 7(a)
7.	<b>From the Vice-Chancellor</b>	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. 8.1 8.1.1 8.1.2 8.1.3 8.1.4 8.1.5 8.2 8.2.1 8.2.2 8.3 8.4	<b>From the Finance, Planning and Resources Committee</b> UC Futures Reports Summary Report CETF Close-out RRSIC Stage 2 Increased Costs Rehua Increased Costs GOG Quarterly Report Student First Monthly Report Student First Stage Gate Report Financial Report to 30 September 2018 Movements in Year End Forecast to September 2018	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the University to carry out, without prejudice or disadvantage, commercial activities. 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. To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h) 7(h) 7(h) 7(h) 7(h) 7(f)(i) 7(h) 7(h) 7(h)
9. 9.1 9.2 9.3 9.4	<b>From the Audit and Risk Committee</b> Draft Minutes 15 October 2018 Lessons for UC from the CBA Report Risk Appetite Strategic Risk Register Review	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. 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(f)(i) 7(f)(i) 7(f)(i)

10.	<b>Strategic Discussion</b>	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)
11.	<b>Protected Disclosures</b>	To protect the privacy of natural persons.	7(a)

*and that the relevant University management representatives be permitted to remain at this meeting because of their knowledge of the various matters being discussed. This knowledge will be of assistance in relation to the matters discussed, and is relevant because of their involvement in the development of the reports to Council on these matters.*

Carried

**REPORT FROM THE PUBLIC EXCLUDED SESSION** Members returned to public meeting at 6.23pm. There were no items reported to the public meeting

**GENERAL BUSINESS** There were no items of general business.

The meeting closed at 6.23pm.

**NEXT MEETING** The next meeting is scheduled for 2.00pm on Wednesday 28 November 2018.

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

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