
Minutes

Date	Wednesday 31 May 2017
Time	4.00pm
Venue	Council Chamber, Level 6 Matariki
Present	Dr John Wood (Chancellor), Ms Sue McCormack (Pro-Chancellor), Dr Rod Carr (Vice-Chancellor), Mr James Addington, Mr Peter Ballantyne, Ms Catherine Drayton, Professor Roger Nokes, Mr Warren Poh, Mr Malcolm Peterson Scott, Mr Shayne Te Aika.
Apologies	None
In Attendance	Mr Jeff Field, Registrar and University Council Secretary Dr Hamish Cochrane, DVC (Academic) Professor Ian Wright, DVC (Research and Innovation) Ms Alex Hanlon, Executive Director, Learning Resources Mr Keith Longden, Executive Director, Chief Financial Officer Dr Andrew Bainbridge-Smith, Academic Registrar Ms Robyn Nuthall, UC Futures Programme Manager Mr Bruce White, Deputy Registrar Mrs Raewyn Crowther, University Council Coordinator
CONFLICTS OF INTEREST	There were no conflicts of interest identified.
MINUTES	The minutes of the meeting held on 26 April 2017 were approved and signed as a correct record.
MATTERS ARISING	College House and Heritage New Zealand The Vice-Chancellor advised that a meeting had been held with College House and Heritage New Zealand to outline the University's concerns and to seek alignment with the Christchurch City Council plans.
FROM THE CHANCELLOR	Chancellor's Meetings The schedule of meetings was noted for information.

Council Work Plan 2017

An updated copy of the Work Plan was tabled and Mr Field noted the changes since the plan was last tabled. This was a dynamic document that provided information on the programme of work for Council in the coming year.

Meeting Dates 2018

The timing of Waitangi Day and ANZAC Day required a departure from the standard meeting days and the flexibility of Council members to accommodate the changes was noted.

Moved

That: Council adopt the 2018 Meeting Schedule.

Carried

NZTA Kaikoura Challenge

Professor Sonia Mazey, PVC Business and Law and Rachel Wright, Operations Director UC Centre for Entrepreneurship, supported Michele Panzer, Incubator Manager at the Centre with a presentation to Council on the recent NZTA Kaikoura Challenge. It was noted that the exercise, which involved 20 students investigating possible solutions to the difficulties currently facing Kaikoura businesses due to the closure of SH1, was a practical example of Graduate Profile in action. The students were commended for their involvement which had been extremely well received by the Kaikoura community.

FROM THE VICE- CHANCELLOR

Monthly Report

Dr Carr took his report as read and provided an update on a number of matters:

- A response to the Productivity Commission's report was being prepared by the Academic Board.
- TEC had forecast 109,000 EFTS for 2017/18, down from the 116,000 funded in universities for the current year.
- The SAC rate per student was set to increase by 1%.
- Further discussions would take place with Hawkins and Downer at CEO level, regarding construction delivery dates.
- Permission to retain the Waimairi Village until 31 December 2021 had been obtained, along with financing for a further four years.
- The UCSA deed and funding agreement was proceeding with a number of issues being resolved. The building name would be announced at the sod-turning ceremony on 21 July. It was noted that the PCG had considerable experience on board and was chaired by Mr Keith Longden, Chief Financial Officer.
- There had been an increase in UCIC students accessing Study Skills Centre following a policy of early engagement with potentially failing students.

Moved

That: The Vice Chancellor's Report be received.

Carried

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

The Chair of the Finance, Planning and Resources Committee, (FPRC) Ms Drayton, presented her report from the meeting on 15 May.

Mickle Fund

The proposal had been well-supported by the FPRC and Council supported the recommendation. The Chancellor noted that any surviving family members ought to be contacted to report to them the value of the fund and to seek further contributions.

Moved

That: Council approve the proposal to reduce the application requirement for loans of up to \$1000 from the Mickle Fund.

Carried

CAPEX Quarterly Report

The report to 31 March 2016 was taken as read. Ms Drayton noted that Student First reporting would follow a similar pattern to UC Futures reporting and would feature in future CAPEX reports.

Mr Field also noted that the Arts Centre PCG had been disestablished on completion of the programme which had come in under the budget thanks to philanthropic support. The Chancellor noted the success of the opening and the significant interest shown in the site. A close-out report would come to the next FPRC meeting.

Moved

That: Council note its appreciation of all those involved in returning UC to the Arts Centre.

Carried

Moved

That: Council note the CAPEX report to 31 March 2017.

Carried

**FROM THE AUDIT AND
RISK COMMITTEE**

The Chair of the Audit and Risk Committee, Mr Peter Ballantyne, presented his report from the meeting on 15 May.

The letter from the Office of the Auditor General to the Minister on the Audit for the year ended 31 December 2016 was tabled. It was a positive letter and the Council noted their thanks to those who had dealt with the issue.

Internal Audit Plan for 2017

Mr Ballantyne provided an oral update on the internal audit plan for 2017 which had been agreed subsequent to the Audit and Risk meeting. The items to be included were:

- Administration of UC Foundation (at their request)
- College Scholarships and Deans' awards
- P-Card Industry Data Security Standard health check
- Procurement and tendering process

Moved

That: Council note the oral report on the Internal Audit Plan for 2017.

Carried

Health and Safety Report

Mr Paul O’Flaherty, HR Executive Director, Mr Steve Hunter, Health and Safety Manager, and Mr Grant Craig, Senior Health and Safety Consultant were invited to the table.

Council noted with concern that the Health and Safety report to the Audit and Risk Committee had included inaccurate figures. Mr O’Flaherty advised that a review was taking place which would include the source of data and that the next report to Audit and Risk would be accurate. Mr Hunter was invited to submit a paper to the next Council meeting providing his impressions of UC’s health and safety since his arrival in the role.

The Chair of Audit and Risk and the Director HR would discuss reporting to agree on a way forward.

Moved

That: Council note the Health and Safety Report.

Carried

UC Trust Funds Financial Statements 2016

- There had been a small loss in 2016 and commitments had been met by utilising reserves.
- Letters of representation had been prepared and were to be signed.
- It was noted that the new accounting standards provided that the University Trusts could not be consolidated unless the consolidating entity controls all the trusts so consolidated. The consolidating entity did not in fact control all of the trusts. UC had sought and been given exemption from this rule by the Charities Commission to avoid having to report on 160 trust funds individually. The auditors’ comments reflected this exemption but still resulted in an adverse opinion on the basis of the accounting treatment issue. Council was assured that the accounts were correct and would be filed with the Charities Commission.
- The University Financial Statements for the year ended 31 December 2019 would also have to comply with the consolidation standard and the Audit and Risk committee would review the implication of this in respect of the University Trusts.

Moved

That: Council

i) Approve the signing of the representation letters.

ii) Note the draft Independent Auditor’s Report.

iii) Note the draft management report.

- iv) *Adopt the 2016 UC Trust Funds Financial Statements.*
- v) *Note:*
- a) *the letter from the Charities Commission*
 - b) *the adverse opinion from the auditor*
 - c) *that conversations would continue with the auditors as to the content of the Audit Report.*

Carried

FROM THE ACADEMIC BOARD

Dr Hamish Cochrane presented the report from the meeting of the Academic Board and discussed the items that would need to be referred to CUAP for approval.

Moved

That Council note and approve the intention to discontinue the Bachelor of Education (Physical Education) and report this to CUAP.

Carried

Dr Cochrane also reported on the Academic Board review of academic regulations for 4 qualifications, the detail of which had been provided to Council on the Sharepoint website.

Moved

That Council note the revision of 4 qualification regulations.

Carried

Dr Cochrane then reported on the meeting of the Academic Board, noting that a number of teaching awards would be presented at Teaching Week next week, to which Council members were invited. The Chancellor would write letters of congratulations to the recipients on behalf of Council.

Moved

That Council note the Academic Board Report.

Carried

In further discussion it was noted that:

- While the Academic Board was actively pursuing preparation of a response to the Productivity Commission, the timing of the General Election meant that government would not consider the Commission's report until after the election. Therefore there was no urgency
- Academic Board would be providing advice to Council on the role of the Board in relation to Council. As this item was of constitutional importance it should not be rushed.
- Before Council received the advice, Dr Robin Mann and Professor Burrows would be invited to consider the advice and provide their guidance to Council, while dialogue would continue between Council, Academic Board and SMT.

- The review would be accommodated within the work programme.

**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 April 2017 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	From the Chancellor	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
6.1	Executive Committee Resolutions		
6.2	Nominations for Emeritus Professor		
6.3	2017 Teaching Medal	To protect the privacy of natural persons	7(a)
7.	From the Vice-Chancellor	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University. To avoid prejudice to measures protecting the health or safety of members of the public.	7(f)(i) 7(d)
7.1	Risk Report		
8.	From the Finance, Planning and Resources Committee	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 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 free and frank expression of opinions by or between or to members or officers or employees of the University.	7(h) 7(f)(i) 7(f)(i) 7(h) 7(h) 7(f)(i)
8.1	UC Futures Update		
8.1.1	- UC Futures Summary		
8.1.1.1	- Health and Safety on CETF sites		
8.1.2	- GOG Agenda papers		
8.2	CETF Fixed Price Lump Sum Offer Terms and Conditions		
8.3	Student First Programme Business Case		
8.4	Financial Forecast Report		
9.	From the Audit & Risk Committee	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)
9.1	Draft Minutes 15 May 2017		
9.2	Audit NZ Final Management Report		
9.3	Draft Ministerial letter		

10.	Project Ben	To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
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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 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

RETURN TO PUBLIC MEETING

Members returned to public meeting at 7.00pm and confirmed the following matters for the public record:

- The award of Emeritus Professor titles to Professor Eric Pawson and Professor Jeremy Finn.
- The award of the 2017 Teaching Medal to Associate Professor Ekant Veer.
- Approval of the Student First Business Case.

GENERAL BUSINESS

There were no items of general business.

The meeting closed at 7.03pm.

NEXT MEETING

The next meeting is scheduled for 4.00pm on Wednesday 28 June 2017.

SIGNED AS A CORRECT RECORD:

DATE:
