

**SANITI Executive Meeting 29 July 2024  
(H127)**

**Meeting opened:** 4.40pm

**Present:** Max Devon (President), Scott Bailey (Vice President), Alison Hart (Minutes Secretary/non-voting), Olivia Murray, Buddhika Daluwatte, Courtney Styles, Samara Baker (Zoom)

**Apologies:** Patu Noble, Genevieve Redwood,

**Absent:** Lawrence Manchala, Basil Kuriakose, Peng Xing

Chair                      Carried

**Karakia**

Welcome karakia and kai blessed.

**Confirmation of Minutes**

M Devon tabled Minutes of the Executive meeting on 24 June 2024.

**Motion:** That the Minutes of the Executive meeting held on 24 June 2024 to be approved as a true and accurate record.

S Bailey, B Daluwatte                      Carried

M Devon tabled Minutes of the Special Executive meeting on 8 July 2024.

**Motion:** That the Minutes of the Special Executive meeting held on 8 July 2024 to be approved as a true and accurate record.

S Bailey, O Murray                      Carried

**Matters Arising from the Minutes**

- Programme Reps – Results from meeting format survey had been tabled at the Special Executive meeting held on 24 June 2024 and implemented for the August programme rep meetings. Richmond campus programme representatives to be approached separately as they are a smaller group of students.

**Motion:** That based on the meeting format survey responses, NMIT senior management representative would be invited to attend the last 15 minutes of the Nelson, Base Woodbourne, Marlborough and Zoom programme representative meetings to respond to questions.

M Devon, C Styles                      Carried

- Te Mana Ākonga – Constitution has not yet been provided. M Devon to follow-up.
- Health and Safety – Waiting on report from Jackie Britz. A Hart to follow-up.
- NZ Police Awhi initiative – Food security meeting to be held on 1 August.
- Rainbow tick – Initiative to be followed up in September.
- Compulsory Student Services Fee (CSSF) –6% increase proposed – consultation with students required. Annual survey to be launched on 8 August 2024. Additional CSSF question has been added to 2024 survey. Guidelines for engagement has been sent out to the Executive. Executive to look at option to run a CSSF information forum for students. Executives had the following questions for NMIT:
  - Are all students charged a CSSF? If not, how do students/Institute contribute to the cost of the service provision including events? Perception is that some students are subsidising the service provision for other students.
  - If the CSSF are increased by 6%. What would the additional funds be used for? Who would be providing the service provision? What is the process for these decisions to be made?

- TEC Guidelines clearly state that decisions relating to CSSF funding should be student led. M Devon stated that the student led criteria for CSSF was confirmed at the TEC Learner Leadership forum held in August 2024.
- Strategic Planning meeting – Confirmed for Tuesday 17 September 2024. Advisory Board members Tony Gray and Scott Tambisari have confirmed their availability. Transition of Executive positions will be discussed as part of this forum.

### President Reports

- NMIT Mihi Whakatau – M Devon thanked B Daluwatte and S Baker for speaking at the mid-year Mihi's, welcoming the new students to Nelson and Marlborough campuses. M Devon stated it was so rewarding to see the Executive stepping up and taking on these roles.
- The Education (Pastoral care of Tertiary and International Learners) Code of Practice Review – Te Pūkenga Learner Leader representatives were part of this review held on 23-25 July 2024 in Auckland. Te Pūkenga teams are in the process of being wound-up and responsibility for the CoP will be dispersed back to the individual Divisions. Legislation relating to the CoP has not changed and includes responsibilities related to the learner voice and wellbeing.
- Redesign of the vocational education and training system – M Devon stated that the proposals would be released by the Minister in August, with consultation closing on 12 September 2024. M Devon proposed that the Association provide learner feedback as part of the consultation. Draft document to be sent out to the Executive for discussion.
- NMIT Committees – M Devon stated that she had still not received any notifications for Academic Committee. M Devon had requested that notification be sent through to Kate Rees (Student Advocate), as the delegated proxy but this had not been taking place. M Devon to follow-up.

**Motion:** That the President's Report is accepted.

S Bailey, C Styles                      Carried

### Management and Financial Reports

A Hart tabled the management report and financials: Transactions – 5.06.2024 – 25.07.2024  
Profit v Loss – Jan – June 2024 – actuals; Profit v Loss – Jan – Dec 2024 - projected

#### Strategic Goal One – Fun Social Events and Strong Campus Culture

- Nelson/Richmond – Re Orientation week one has been delivered and positive feedback received from students. Association ran: Burgers with music on 22 July (Nelson); Pancakes with DJ Will on 23 July (Nelson); Burgers with music 24 July (Richmond); Pulled Pork with music 29 July (Nelson). In addition to these events, the Association scheduled an online competition for re-o-week. The competition is open to both onsite and offsite students. Next events scheduled are Pancakes on 31 July (Richmond) and Muffins and hot drinks on 8 August (Nelson).
- Marlborough/Woodbourne Campuses – Association ran; Pita pockets on 25 July (Marlborough). In addition to this event, the Association scheduled an online competition for onsite and offsite students. Next events scheduled are Pizza on 30 July (Woodbourne) and 1 August (Marlborough).
- International Event Schedule – Association ran the postponed social bowling night for Blenheim students on 3 July. This was an instant hit, with some students trying bowling for the first time. The next scheduled activity is Hotspots tour on 1 August taking new Nelson and Richmond students around Nelson City complete with a fish and chips dinner.

#### Strategic Goal Two – Friendly Independent Support, Advocacy and Employment Services

- Advocacies – The Association independent advocacy and support services continues to be under pressure with the new July intake needing assistance with StudyLink, Fees Free, wellbeing and academic issues. Advocates are also working with students on Term 2 academic issues. Association still has concerns relating to the inconsistent way AI is being managed across the NMIT programmes. Association will be working with the Programme areas in

Term 3 to address these concerns, so that students have clear up-to-date guidelines, and any integrity issues are managed consistently.

- Programme Representative System – Association has five programme rep meetings scheduled over the week of 5 – 8 August on each campus and online via Zoom. The annual Programme Rep survey is scheduled to run during that same week.
- NMIT meeting schedule – During this period, the Association has met with the Director Demand Management and Learner Success, the Health, Safety and Wellbeing team, Learner Services including Te Puna Manaaki, Campus services and academic staff in relation to the independent support and advocacy service.
- Employment Information – The Association ran an employment seminar for graduating Applied Management on 3 July, graduating Nursing on 17 July and new Applied Management on 22 July with total of 83 students attending. The next seminar is scheduled for 1 August. SANITI continues to identify employment opportunities, post job listings fortnightly, and build relationships with the business community for the benefit of students.
- Apprentice night and block courses – Association visited Carpentry block courses (Richmond) on 17 June, 1 July, 8 July, 15 July, 22 July and 29 July. Automotive block courses (Nelson) were visited on 17 June, 15 July and 29 July. Mechanical Engineering block courses (Nelson) were visited on 8 July, 22 July. Carpentry and Te Reo night courses in Marlborough were visited on 2 July, next scheduled visit is on 30 July.

#### Strategic Goal Three – Independent Representation of the student Voice and Student Engagement

- Executive - Meetings held – 8 March, 27 March (Special), 8 May, 24 June, 8 July (Special), next meeting is scheduled for 29 July 2024. Strategic planning meeting date is confirmed.
- Pastoral Code of Care – President attended a Te Pūkenga forum in Auckland 23 – 25 July 2024.
- TEC Learner Leadership Committee – President attended a meeting on 25 July 2024.
- Second General Meeting (SGM) – Scheduled for 22 October 2024.
- Executive Election – Scheduled for 22 October 2024 in conjunction with SGM.
- Advisory Board – Jackie Britz continues to undertake work relating to the reported incident. Scott Tambisari has provided the Association with a position description for the Strategic Advisor position which will be discussed further at part of strategic planning. General Manager met with Tony Gray on 24 July 2024.

#### Strategic Goal Four – Sustainability, Survival, and Transition of the Student Association

- Te Pūkenga – Consultation on the proposed vocational education structure opens shortly.

#### Other

- Staffing – Tamsin Clark has been away on bereavement leave. Association welcomes Faith Batt as events support, helping the team with the Re Orientation Weeks event schedule.
- Nelson Community Foodbank – Association attended the board meeting held on 23 July.
- Food Security Network – Association has been invited to a hui held by a Public Health Nutritionist with Te Whatu Ora on 1 August 2024 at Putangitangi Greenmedows Centre, Stoke.
- Auditor – New Statutory audit and review requirements under the changes to the Charities Act 2005. Changes require additional auditor accreditation when a charity has expenditure of over \$550,000 for three consistent years. Current qualified auditor does not hold the additional accreditation required by the new Act. Association has received a recommendation of a suitably accredited auditor. New auditor for the 2024 accounts will be confirmed at SGM 2024. Association would like to thank Barry Signal for his role as Association auditor and for the professional advice he has provided the Association.
- Surveys – Association annual statistical survey starts on 8 August 2024. Association has requested a breakdown of students per programme area from NMIT for this purpose.

**Motion:** That the Management Report and financial reports are accepted.

S Bailey, O Murray      Carried

#### **Correspondence**

No correspondence to table.

**General Business**

- Learner Network Pilot – Te Pūkenga pilot based on learner feedback. Funding has been distributed to the Divisions. NMIT requested that the Association update the proposal for the Construction and Infrastructure pilot for delivery. A Hart provided an overview of the pilot to the Executive and explained that construction and infrastructure had been selected for one of the pilot based on learner feedback which talked about the challenges they faced and a sense of isolation experienced by the apprentices. Pilot discussed by the Executive.

**Motion:** That the Executive are supportive of the Construction and Infrastructure Learn Network pilot subject to resourcing.

B Daluwatte, S Bailey Carried

**Next Special Executive meeting scheduled for Tuesday 27 August.  
Date and time to be confirmed based on Executive availability**

Meeting closed at 6.20pm

Signed



Date

5/9/2024

## Action List

No.	Action	Responsibility	Date
1.	Association to review other organisations policies including electronic systems.	President and Executive with the assistance from the General Manager. Ongoing	<ul style="list-style-type: none"> <li>▪ Policies would continue to be reviewed and provision put in place for them to be uploaded onto the website.</li> </ul>
2.	Student Groups	President /General Manager	<ul style="list-style-type: none"> <li>▪ Association working with Learner Services to support the existing initiatives. Ongoing.</li> </ul>
3.	Placement/block course students. Sub-committee to meet and look at campaign options to feedback to the Executive.	Olivia Murray/President	<ul style="list-style-type: none"> <li>▪ ANZSWA and NZNO currently working on this issue.</li> </ul>
4.	Te Mana Ākonga (TMA)	Patu Noble/President	<ul style="list-style-type: none"> <li>▪ Waiting on the constitution.</li> </ul>
5.	Sustainability of the Executive as current Executives graduate.	Executive/GM	<ul style="list-style-type: none"> <li>▪ To be discussed as part of Strategic Planning.</li> </ul>
6.	Health, Safety and Wellbeing	GM/Executive	<ul style="list-style-type: none"> <li>▪ Waiting on report and recommendations from Jackie Britz (Advisory Board)</li> </ul>
7.	NZ Police Awhi initiative	GM/Staff	<ul style="list-style-type: none"> <li>▪ Work with the Police representative to coordinate access to food parcels</li> </ul>
8.	A safer campus for all – Rainbow Tick programme	GM/Staff	<ul style="list-style-type: none"> <li>▪ To review programme in September and if feasible enrol SANITI. Programme involves training and the development of policies.</li> </ul>
9.	CSSF – questions for NMIT	President/GM	<ul style="list-style-type: none"> <li>▪ Request NMIT for a response to the Executive's questions.</li> </ul>
10.	Redesign of vocational education and training system	Executive/President/GM	<ul style="list-style-type: none"> <li>▪ Draft submission to be sent out to Executive for feedback</li> </ul>
11.	NMIT Committee notifications	President	<ul style="list-style-type: none"> <li>▪ To follow-up with NMIT regarding notifications and delegation of proxies.</li> </ul>
12.	Struggling students	ALL	<ul style="list-style-type: none"> <li>▪ Encourage students to seek the support that they need. Refer to student advocates where appropriate</li> </ul>
13.	Auditor	GM/President/Executive	<ul style="list-style-type: none"> <li>▪ Recommendation to be tabled at next Executive meeting for GSM motion.</li> </ul>
14.	Annual survey	Staff	<ul style="list-style-type: none"> <li>▪ To be tabled at Strategic planning</li> </ul>
15.	Learner Network Pilot	GM	<ul style="list-style-type: none"> <li>▪ Confirming resourcing for the pilot</li> </ul>

