

**Special SANITI Executive Meeting 8 July 2024
(K101, K Block – NMIT Nelson Campus)**

Meeting Opened: 2.05pm

M Devon welcomed the Executive members and opened the meeting with a Karakia. M Devon initiated a check-in with the Executive to see where everyone was at.

Present: Max Devon (President), Scott Bailey (VP), Alison Hart (Minutes Secretary/non-voting), Olivia Murray, Buddhika Daluwatte, Peng Xing, Patu Noble (Zoom), Angela Christieson (SANITI staff/non-voting).

Apologise: Samara Baker, Lawrence Manchala, Gen Redwood, Courtney Styles

Chair Carried

Programme Representatives

- Meeting format had been amended for 2024 NMIT senior management attendance at meetings – Kate Neame, Director Demand Management and Learner Services attended the Executive meeting on 24 June 2024 and discussed options with the Executive. Executive gave feedback on the options discussed. Executive stated that programme representatives needed to be consulted with before confirming the arrangements with NMIT.

Three options to be sent out to the Programme Representatives:

1. NMIT senior management to be present for the full meeting as part of the round robin.
 2. NMIT senior management to be present for the last 15 minutes of the meeting to respond to key questions.
 3. NMIT senior management to not attend the meetings.
- Executive discussed the best way to engage with the programme reps given the term break and limited time to the next scheduled meetings. Programme reps to be emailed the options, message to be posted on social media asking representatives to check their emails, \$50 petrol voucher to be put up as an incentive for programme reps to engage in the process. Deadline for feedback to be Thursday 25 July. Preferred option to be tabled at Executive meeting on 29 July.
 - Executive stressed that programme representatives needed to feel valued by SANITI and NMIT and motivated to attend meetings and stay engaged. Options for engagement discussed including events and activities. Executive to email ideas or suggestions to M Devon.
 - Ideas and suggestions to be included in the annual strategic planning process.

2.35pm A Christieson joined the meeting

Succession Planning

M Devon stated that 2025 was looking to be another full-on year and as it would be the last year of study for the President, Vice President and two other Executive the Association needed to look at options for continuity so that the quality of student representation could be maintained.

- S Bailey asked whether increasing the number of Executive positions would be an option. A Hart stated that that would require the Constitution to be amended. A Hart informed the Executive that quorum for a meeting is ½ the voting members + 1 additional voting member.
- A Christieson provided the Executive an overview of the conditions the Association was required to meet in order to re-register as an Incorporated Society and registered Charity in 2025. New conditions needed to be considered alongside the continuity planning.
- Executive asked to think about: What you wish you knew that you know now? What you think new Executive members need?
- Continuity planning and conditions of registration to be included in the annual strategic planning process.

3pm A Christieson left the meeting

Compulsory Student Service Fee (CSSF) – Proposed 6% increase in fees for 2025

Tertiary Education (2025 Fee Regulation Settings) Notice 2024 tabled. Proposed 6% increase also applied to categories of course fees.

- Executive concerned about the proposed increase to course fees as 6% was a significant amount of money that needed to be funded or loaned.
- Executive had questions about the CSSF and proposed 6% increase:
 1. Reconciliation of what students were paying the CSSF fees in 2024.
 2. What courses were excluded from paying the CSSF fee in 2024?
 3. Perception that some students were subsidising the delivery of services funded through the CSSF to other students.
 4. If the CSSF was increased by 6% for 2025 what would the additional funds be used for?
 5. Would the increased funding be used for the service categories prioritised by students?
 6. Would there be a partnership approach to the service categories priorities and the procurement of the service provision? Would students be given a choice?
- Consultation period is currently open. All submissions must be received by 29 July 2024. All submissions should be emailed to: tertiary.strategy@education.govt.nz.

Meeting closed: 3.25pm

Signed 

Date 29/7/2024

Action List

No.	Action	Responsibility	Date
1.	Programme rep - Meeting format options sent out to Programme representatives	Executive/Staff	<ul style="list-style-type: none"> ▪ Email and messages to be posted in the 2nd week of the term break. Further message to be posted 1st week of 2nd Semester. ▪ Results of feedback to be tabled at Executive meeting scheduled for 29 July 2024.
2.	Programme rep – ideas and suggestion on how programme reps could be valued and kept engaged to be sent to M Devon president@saniti.co.nz	President/Executive	<ul style="list-style-type: none"> ▪ Ideas and suggestions emailed by 16/08/2024. ▪ Ideas and suggestions to be included in strategic planning process
3.	Succession and continuity planning including conditions of re-registration as an incorporated society and registered charity	President/Executive/GM	<ul style="list-style-type: none"> ▪ What you wish you knew that you know now? What you think new Executive members need? Emailed to M Devon by 16/08/2024 ▪ Continuity planning and conditions of registration to be included in the annual strategic planning process.
4.	Compulsory Student Service Fee (CSSF) – Proposed 6% increase in fees for 2025	President/Executive/GM	<ul style="list-style-type: none"> ▪ President/GM to request information and follow-up with NMIT senior management regarding the Executive questions. ▪ SANITI to make a submission as part of the consultation process by 29/07/2024. ▪ Partnership approach to be put in place for the consultation process to identify students priorities, allocation to funding categories and procurement of the service delivery.

