

**SANITI Executive Meeting 25 March 2019  
(Nelson Campus)**

**Meeting Opened:** 11.55am

C Prinsloo thanked them for taking the time to attend the meeting

**Present:** Cornelius Prinsloo (Chair), Alison Hart (Minutes Secretary/non-voting), Abhishek Mishra, Anna McMeeken, Caleb Hume, Kawaljit Singh

**Apologies:** No apologise

**Confirmation of Minutes**

C Prinsloo tabled the Minutes of the Executive meeting held on 28 January 2019.

**Motion:** That the Minutes of the Executive meeting held on 28 January 2019 be approved as a true and accurate record.

K Singh, C Hume

Carried

**Matters Arising from the Minutes**

- Review of current service providers – C Prinsloo stated that with the Review of Vocational Education (RoVE) and uncertainty around where the Association will fit into the new structure it was not prudent to move forward with the changes at this time.
- Policy update and development – To be covered under General Business

**President's Report**

Strategic Goal Two: Support, Advocacy and Employment

- Advocacy - Team have already started seeing students for a number of different support services ranging from StudyLink assistance, to hardships. As students start arriving for a new year of learning we are constantly adjusting how we can support them on their journey, whilst maintaining a very big focus on improving mental health awareness and support.
- "Chill Out Zone" - Initiative was a hit last year and we've scheduled two more for March, both in Nelson and on our Marlborough campus.
- Employment - Been busy with C.V assistance, employment information sessions, and assisting students into the workforce.
- Programme Reps - T Baigent and I are full steam ahead with the program reps planning. The reps' booklet is currently being finalized and is being printed today! Class talks are underway and we expect them to pick up once students return for Semester one. Wine and cheese night will be planned once we have enough reps registered. You're all welcome to attend. We are currently reviewing the Program Representatives structure in order to get more engagement this year. We have already received applications and signed up a few reps but with an aim of 110 reps for the year, we have quite a challenge ahead of us. This initiative is important to me personally, as I believe we can benefit greatly from student feedback both in improving their experience, but also in progressing and getting fresh perspectives. I'm working on improving the communication between SANITI and NMIT staff in order to get buy-in for the Student Rep program so that we can support these reps from both sides and encourage them to develop a passion for it.
- NMIT Committees - Academic Board – Last month I mentioned I would be attending the 13<sup>th</sup> Feb meeting, which I did not. Instead I ended up in parliament for the Vocational Education Reform announcement. Quality Committee – First meeting is scheduled for the 21<sup>st</sup> Feb. Learning and Teaching – First meeting will be on March 7<sup>th</sup>. Health Safety & Wellbeing - following this up with Pam Graham. Research and Ethics – No news as of yet.

Strategic Goal Three: Representation and Collaboration

- RoVE - Attended government's announcement surrounding the reform for Vocational Education and Training. Exciting times ahead hopefully!

- Election and Representation of Executives - Scheduled for April 2<sup>nd</sup> at SANITI's AGM. Promotion to start soon. Current Executives that would like to stand again need to be aware that they need to resubmit their interest. Forms to be emailed out to you.
- Increased visibility and reach of the Executive – Exec training has been postponed and scheduled to occur after AGM in April when a new, full exec will be in office.
- Students are actively represented in all NMIT environments – Reps in progress and the team has already been seeing students for advocacy and assistance.
- President training and support – PD scheduled for March. A Hart and I will be attending a PD around Neuroscience Management and Leadership. Super exciting as we move into a new, more modern, way of leading and managing.
- Membership – No withdrawals or issues.

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

A Mishra, A McMeeken

Carried

### Management and Financial Report

Financial tabled in conjunction with report:

Transactions – 26 Jan – 21 March 2019

NMIT – SANITI - Service Level Agreement - Delivery of 2019 SLA is ongoing. Fortnightly meetings with the Manager of Learner Services have been put in place for 2019. 1<sup>st</sup> reports are due on 10 May 2019.

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

- Nelson – Association ran events on Monday 18 February for the AVT and 3<sup>rd</sup> year nursing students and on Friday 22 February for the Trade Academy. Orientation events programme of six events was run between Monday 25 February and Thursday 7 March. Events were well attended with the Association on average providing 50 more servings at each event compared to the previous year. Of special note were the 'chill out zone' and 'speed friending' events that were run as part of the programme. A big thank you to all the staff and Executive who worked preparing orientation bags and running the event programme. In addition to the orientation programme the Association ran an event for the Trainee Rangers at Richmond campus on Thursday 14 March, a low key St Paddy's Day event on Monday 18 March and supported Team NMIT's Solidarity morning tea event on Wednesday 20 March.
- Marlborough/Woodbourne Campuses – Orientation event programme of two events were run on Thursday 28 February and Wednesday 6 March. The event run in conjunction with the Pōwhiri was well attended, however numbers for the 'Chill out zone' were less than expected. In addition to the orientation programme the Association supported the Team NMIT Solidarity morning team event on Wednesday 20 March on Blenheim campus. Association is scheduled to run the first event for the year on Base Woodbourne on Wednesday 27 March.
- International Event Schedule - The first activity, a pot luck dinner on Nelson campus was run on Wednesday 20 March. Students and their home stays attended and enjoyed taking part and sharing food. Due to events in Christchurch, some international communities have advised students not to congregate for safety reasons, so attendance was down. The next activity, a trip through to Kaiteriteri on Saturday 30 March is fully booked.

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

- Advocacies – Association advocacy and support services has been very busy during this period with the advocates assisting over 80 students with their StudyLink application processes. Association is working with NMIT to make sure there is additional support in place for students impacted by the event in Christchurch.
- Programme Representative System – Association has been promoting the Programme representative system in conjunction with the class talks and directly with programme areas. Due to the additional workload and change in focus after the event in Christchurch, a decision was made to postpone the meetings scheduled for the week of 18 – 22 February. New dates are now in place for these meetings. Also covered under Presidents report.
- NMIT meeting schedule – Association attended Academic Board on 13 March, Quality Committee on 21 February and the Complaints review meeting on 21 March. Association has held meetings with Directorate members, Managers of Human Resources and Learner Services. In addition to these meeting the Association supported the International Community Orientation on 27 February.

- Employment Information – Association has run employment information seminars on: 11 February (IT Management); 5 March (Pre-Trade Automotive - Blenheim); 6 March (Engineering – communication); 8 March (Health Studies); 12 March (Aviation – Base Woodbourne); 13 March (Engineering and Tourism); 21 March (Hairdressing – 2 Levels). The Association continues to receive positive feedback from the tutor and students in relation to the session. In addition to the groups sessions the Association continues to work with students in relation to individual CV's, with a focus on part-time work alongside their study.  
Association continues to receive requests for employment information seminars and will be running an additional session for international students and the first session is fully booked. Focus on group sessions, has significantly increased the number of student's gaining access to this service.
- Support – Focus for 2019 is connectivity and the Association will continue to work on new initiatives with the NMIT POD team.

### Strategic Goal Three – Independent representation of the student voice and collaborative student engagement

Covered under President's report.

- Executive meetings – Meeting was held on 28 January and scheduled for 18 February, however the Executive were unable to reach quorum on this date. Next meeting is scheduled for 25 March.
- NMIT Council – Meeting held on Thursday 21 February.
- Annual General Meeting – Scheduled for Tuesday 2 April.
- Executive Election – Nominations opened on Tuesday 12 March and the election will be held in conjunction with AGM on Tuesday 2 April.

### Other

- 2018 Accounts – Association accounts are now with the audit and on target to be completed before AGM. Reporting for the SLA (Education Act) was submitted on 22 February, in line with the NMIT audit.
- Vocational Education Reform – Association attended the Government RoVe forums on 14 March and currently working on submissions. The consultation period has been extended to 5 April.
- Nelson mosque – Association attended the special service on 22 March to honour the victims of the Christchurch tragedy outside the Nelson mosque.

A Mishra, C Hume

Carried

### Correspondence

1. Proposal for political representation at events at NMIT – Tabled and discussed by the Executive. Date to be reviewed.
2. Audit correspondence – Sent to Association's legal representatives.

**Motion:** That inward correspondence is received.

A Mishra, K Singh

Carried

### General Business

- Hardship – C Prinsloo wished to thank Countdown, Stoke for their support of the Association's hardship initiatives. Countdown, Stoke also looking at providing sponsorship to the NMIT football team.
- Media – C Prinsloo reminder the Executive that any enquires from the media needed to be referred to him.
- Confidentiality – To be covered further at Executive training.
- Conflict of interest register – C Prinsloo stated that the Association would establish a register for the new Executive.
- Political representation at events – Proposal from youth divisions tabled and discussed by the Executive.

**Motion:** That 'Event 1' proposal was approved, subject to date change.

K Singh, C Hume

Carried

**Motion:** That request for 'Event 2', be tabled with the new Executive and subject to student feedback from 'Event 1'.

C Hume, K Singh

Carried

Policy Development – Draft Delegated Authority tabled and discussed by the Executive. USCA's policy provided as a template.

**Motion:** That policy was approved in principle but subject to sign off by the Association Auditor.

C Hume, K Singh

Carried

- Association Structure – Establishment of Independent Board proposed but to be discussed with the new Executive.
- RoVE Submission – C Prinsloo to work on a submission.
- AGM Agenda + Motion – C Prinsloo tabled the Agenda + motion for additional funds to be approved. C Prinsloo explained the proposed increase in funding and explained that with RoVE, there was a need for the Association to have additional resources, so that the SLA work and policy development could be maintain, alongside the RoVE work and new mental health initiatives. Breakdown provided by A Hart, approval of additional funds discussed by the Executive.

**Motion:** That the AGM motion be amended and \$20,000 of additional funds from savings for operation expenditure be tabled at AGM for approval.

C Hume, A Mishra

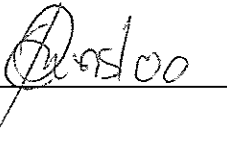
Carried

- Executive – C Prinsloo noted that A Mishra term on the Executive would end at AGM 2019. C Prinsloo thanked A Mishra for all his work and support in relation to the Association and wished him well with his next endeavour. C Prinsloo acknowledged the Executives who were standing for the 2019 Executive and wished them good luck.

**Next Executive Meeting scheduled for 8 April 2019**

Meeting closed at 1.25pm

Signed



Date

20/5/19