EIT

BOARD PACK

for

EIT Council Meeting - Part 1

Monday, 22 June 2026

11:00 am (NZST)

Held at:

Default Location

501 Gloucester Street, Taradale, Napier, New Zealand

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AGENDA

EIT COUNCIL MEETING - PART 1

Name:	EIT
Date:	Monday, 22 June 2026
Time:	11:00 am to 11:30 am (NZST)
Location:	Default Location, 501 Gloucester Street, Taradale, Napier, New Zealand
Board Members:	Tam Jex-Blake , Chris Collins, Kerry Marshall, David Pearson (Chair)
Attendees:	Lucy Laitinen, Emily Mansfield, Victor Saywell, Chris Comber, Patrick Jones

1. EIT Council Meeting - Part 1

1.1 Karakia

Supporting Documents:

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1.2 Minutes of the previous meeting

David Pearson

For Decision

Supporting Documents:

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1.3 Interest Register — 11:00 am (5 min)

David Pearson

For Discussion

Supporting Documents:

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1.4 Welcome/Apologies/Notices — 11:05 am (2 min)

David Pearson

2. Correspondence

2.1 Inwards Correspondence

David Pearson

For Noting

Supporting Documents:

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3. CEO Report

3.1 CEO Report

11:07 am (10 min)

Lucy Laitinen

For Information

Supporting Documents:

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4. For approval

4.1 Academic Committee Chair

Lucy Laitinen

For Decision

Supporting Documents:

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5. For information

5.1 Finance Reports

11:17 am (10 min)

Victor Saywell

For Noting

Supporting Documents:

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5.2 Academic Report and Minutes

11:27 am (2 min)

For Noting

Supporting Documents:

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6. General Business

6.1 Governance Policies - for approval

Kerry Marshall

For Decision

Supporting Documents:

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Supporting Documents:

6.2 QMS Project Update

Supporting Documents:

6.3 Resolution to move to part 2

7. Close of meeting

7.1 See Part 2 pack

Next meeting: EIT Council Meeting - Part 2 - 22 Jun 2026, 11:30 am

He karakia whakatuwhera hui

A karakia to open a meeting

Tūtawa mai i runga
Tūtawa mai i raro
Tūtawa mai i roto
Tūtawa mai i waho
Kia tau ai te mauri tū te mauri ora
ki te katoa
Haumi ē! Hui ē! Tāiki ē!

EIT
TE AHO A MĀUI

2 / 20

MINUTES (in Review)

EIT COUNCIL MEETING - PART 1

Name:	EIT
Date:	Tuesday, 26 May 2026
Time:	10:45 am to 11:12 am (NZST)
Location:	Default Location, 501 Gloucester Street, Taradale, Napier, New Zealand
Board Members:	Tam Jex-Blake , Chris Collins, Kerry Marshall, David Pearson (Chair)
Attendees:	Lucy Laitinen, Emily Mansfield, Victor Saywell

1. EIT Council Meeting - Part 1

1.1 Karakia

1.2 Minutes of the previous meeting

1.3 Interest Register

The Council noticed that some of the interests previously notified had fallen off the register in the transition to the new board system.

Update interests register

IPU NZ - missing for Chris Collins

GFF & TGB missing for Tam Jex-Blake

Due Date:	15 Jun 2026
Owners:	Emily Mansfield, Jeanette Fifield

1.4 Welcome/Apologies/Notices

The Chair welcomed everyone to the meeting.

1.5 Minutes of the previous meeting

Minutes of previous meeting

That the minutes of the EIT Council meeting held on 21 April 2026 Part 1, having been circulated, be taken as read and approved.

Decision Date:	26 May 2026
Mover:	Kerry Marshall
Seconder:	Tam Jex-Blake
Outcome:	Approved

Note, minutes were tabled.

1.6 Action Register

All actions have been completed.

2. Correspondence - none

3. CEO Report

3.1 CEO Report

CEO Report

That the EIT Council approve receipt of the Chief Executive's Report.

Decision Date:	26 May 2026
Mover:	Kerry Marshall
Seconder:	Tam Jex-Blake
Outcome:	Approved

The CEO's community meetings have been well received. Insights from the visits were shared with Council, highlighting the significant differences between campuses and the importance of local engagement. It was noted that tailored approaches are required to effectively respond to the needs of each community.

The discovery projects are underway and remain on track.

The CEO is hosting a workshop for managers from across EIT this week, alongside a celebration event marking 50 years of EIT.

Two further graduation ceremonies were held last week in Auckland and the Cook Islands, both of which were successful. A survey will be completed, and feedback will be shared with Council members.

The CEO will be travelling to China for two weeks in June.

Summary of feedback from graduation ceremonies

Requested for June 22nd, however survey results are still being assessed and will be presented to the August Council

- Provide council with feedback/survey results from graduation ceremonies

Due Date:	21 Jul 2026
Owner:	Lucy Laitinen

4. For approval

4.1 Delegations

Delegations

That the EIT Council:

1. Approve the appointment of Christopher Comber, incoming Chief Financial Officer, as a bank
signatory from 15 June 2026, and approve the temporary continuation of bank signatory

authority for Victor Saywell, Executive Director Finance, pending completion of the banking signatory process for Christopher Comber.

2. Note that, with the agreement of the Council Chair, Lucy Laitinen will temporarily delegate her full authority as CEO, to the Executive Director Portfolio and Performance, Patrick Jones, for the period 8 to 19 June 2026 while on a work trip to China; and that she will temporarily delegate her full authority as CEO, to Executive Dean, John West, for the period of her annual leave from 27 June to 24 July 2026.

Decision Date: 26 May 2026
Mover: Chris Collins
Seconder: Kerry Marshall
Outcome: Approved

4.2 Finance Report

Finance Report

That the EIT Council approve receipt of the Finance Report.

Decision Date: 26 May 2026
Mover: Kerry Marshall
Seconder: Tam Jex-Blake
Outcome: Approved

The financial position remains positive.

The Council discussed difficulty in preparing a five-year forecast given imminent funding changes from TEC.

The Council was updated on the status of insurance claims related to cyclone damage, which are yet to be resolved.

5. For information

5.1 Academic Report and Minutes

Academic Report and Minutes

That the EIT Council approve receipt of the Academic Report and Academic Committee minutes.

Decision Date: 26 May 2026
Mover: Chris Collins
Seconder: Kerry Marshall
Outcome: Approved

The CEO proposes that the Executive Director, Student & Academic Services, should permanently chair the Academic Committee going forwards. The Council to formally approve this change at the next council meeting.

A discussion was held regarding the pastoral care code report, this is to be provided at the next council meeting.

Pastoral care code report

- Pastoral care code report to be provided at the next council meeting in June

Due Date: 22 Jun 2026
Owner: Lucy Laitinen

CEO to bring delegation to Council for Academic Committee Chair

The CEO proposes that the Executive Director, Student & Academic Services, should permanently chair the Academic Committee

Due Date: 22 Jun 2026
Owner: Lucy Laitinen

6. General Business

6.1 Capital Projects Decision Framework – Strategic, Simple, Smart (3S)

Capital Projects Decision Framework

That the EIT Council:

a) approve the adoption and implementation of the Strategic–Simple–Smart (3S) capital decision framework for evaluating and prioritising all capital project proposals.

b) approve the “Post-Approval Project Prioritisation and Scheduling – Safety, Strategy and Impact (SSI) Method.”

c) endorse the proposed capital decision-making approach, including the introduction of tiered delegation bands and dual approval expectations for higher-value capital expenditure, noting that detailed sub-delegations will be implemented by the Chief Executive in accordance with the Delegations Policy.

d) note that the Asset Steering Group will operate as a cross-functional forum to review, test and recommend capital proposals, providing input to delegated decision-makers rather than holding formal delegated authority.

e) confirm that the Capital Planner is responsible for prioritising and scheduling all approved projects using the SSI weighted scoring model, within approved budgets and under oversight of the Chief Executive and Executive Leadership Team.

f) note that the proposed framework operates within the existing Delegations Policy, and that no policy changes are required at this stage; and that if changes to the policy or standing delegations are required they will be brought to Council for approval.

Decision Date: 26 May 2026
Mover: Tam Jex-Blake
Seconder: Kerry Marshall
Outcome: Approved

The Council noted and is supportive of the new framework for evaluating and prioritizing capital projects. It emphasizes transparency, strategic alignment, and the need to balance maintenance with strategic investments.

It was noted the framework must be embedded in our strategic vision.

7. Resolution to move to Part 2

7.1 See Part 2 pack

Next meeting: EIT Council Meeting - Part 2 - 26 May 2026, 11:15 am

Approved decisions made between meetings

Auckland lease approval

That the Council approve the lease on 238 Queen St Auckland between EIT and Cliffedge Investments Limited and;

delegate to CEO, Lucy Laitinen, and Executive Director Operations, Glen Harkness, the authority to sign the lease on behalf of EIT.

4 Supported: David Pearson , Kerry Marshall , Tam Jex-Blake , Chris Collins - Well done

0 Opposed:

0 Abstained:

Decision Date: 18 May 2026
Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.3	Update interests register **Due Date:** 15 Jun 2026	Emily Mansfield, Jeanette Fifield
3.1	Summary of feedback from graduation ceremonies **Due Date:** 21 Jul 2026	Lucy Laitinen
5.1	Pastoral care code report **Due Date:** 22 Jun 2026	Lucy Laitinen
5.1	CEO to bring delegation to Council for Academic Committee Chair **Due Date:** 22 Jun 2026	Lucy Laitinen

Signature:____________________ **Date:**________________________

Interests Register

EIT

As of: 22 Jun 2026

Person	Organisation	Active Interests	Notice Date
Chris Collins	IPUNZ	Advisory Leadership role	4 Dec 2025
	Laidlaw College Foundation	Trustee	4 Dec 2025
	Laidlaw College, NZ	Chair of the National Governing Council	4 Dec 2025
	Ōtātara Trust	Trustee	4 Dec 2025
David Pearson	BDO Hawke's Bay	Consultant	4 Dec 2025
	Eastern & Central Community Trust	Advisor to the Finance Audit & Risk Committee	4 Dec 2025
	HB Power Consumers Trust	Trustee	4 Dec 2025
	Health Hawke's Bay	Independent Audit & Risk Committee Member	4 Dec 2025
Kerry Marshall	EIT - Reprographic	Customer	4 Dec 2025
Tam Jex-Blake	Citrus NZ	Vice-Chair	4 Dec 2025
	Mangapoike Horticulture	Trustee	26 May 2026
	Mangapoike Station	Trustee	26 May 2026
	Rabobank Upper North Island Client Council	Chair	26 May 2026
	Te Arai Community Catchment Group	Chair	26 May 2026

Message from Minister Penny Simmonds

- To David, Lucy and everyone gathered to celebrate EITs 50th anniversary, my sincere congratulations on this auspicious occasion.

- EIT is such a wonderful example of a successful polytechnic - well connected and integral to its communities and industries.

- I know you have been through some tough times in the recent past with flooding and the loss of autonomy during the Te Pukenga era and so it has been an enormous pleasure for me as Minister to reinstate EIT's independence and provide some financial assistance for your rebuild.

- EIT has such a proud history of stable leadership and committed staff, producing graduates who are work ready and able to add value to their industries and employers.

- Well done EIT on your many successes in your first 50 years and all the very best as you grow from strength to strength in your next 50 years

- Nga mihi nui

- Penny Simmonds

- Minister for Tertiary Education

TE AHO A MĀUI

COUNCIL MEMORANDUM

TITLE:	**Chief Executive's Report**
MEETING DATE:	22 June 2026
MEETING TYPE:	Part 1 - Public
AUTHOR:	Patrick Jones, Acting Chief Executive
PURPOSE:	INFORMATION

Resolutions

It is recommended that the Council:

a. **Note** receipt of the memorandum

1. General

1.1. Lucy is currently in China, so I am acting CE until Friday 19 June.

1.2. The 50th celebrations were a great success, our thanks to Council for your support of the approach to the event, and during the actual events. The 'external' event was well attended by current and former staff and key supporters. The following morning, we unveiled the waka maumahara. Blessed at its place near the entrance to the Taradale campus, the waka stands as a powerful symbol of connection between people, place, learning and whakapapa. Designed and created collaboratively by Chris Bryant-Toi and Manuel Dunn and blessed by Professor Joe Te Rito, the waka carries deep meaning. Featuring Māui and Kiwa, it honours our stories, our region and our global connections.

1.3. On 28 May we also gathered all EIT leaders for a leadership hui, the first of its kind for some time. 30+ ELT, Directors, Managers, Heads of School, team leaders and regional centre managers were present. The day involved introductions and connection opportunities, reflections from Lucy after five months in the role, an update on our strategic discovery work, and a 'quick wins' exercise in the afternoon. The mood was positive and ongoing engagements are planned.

1.4. I would like to acknowledge that with Chris Coomber commencing his role on 15 June, this will be the last Council Victor Saywell attends. Victor has contributed enormously to the transitional phase of EIT, including the financial impacts from cyclone Gabrielle. Victor will stay on for a period to ensure a smooth handover to Chris.

2. Strategic update

2.1 The ''discovery'' phase of the strategic process approved by Council is well underway, with findings due back to ELT by mid-July before ELT considers and begins to develop a 'straw person' during August. These pieces of work are being led by the ELT with support from other parts of the organisation, and, in limited cases, external consultants.

3. EFTS update

3.1 EIT's 2026 enrolment performance is tracking largely as planned, with domestic enrolments (EFTS) increasingly ahead of the same time last year and aligned with budget expectations following a recent reforecast. Delivery is expected to meet full-year domestic targets, with recruitment activity now focused on Semester Two to ensure forecast outcomes are achieved.

3.2 International enrolments remain below budget at this stage of the year. We remain confident that enough applications are being received for INZ approval; however, the conversion of those is at a rate less than expected, hence the budget challenge. EIT is engaged with relevant sector groups working with INZ on processing improvement opportunities.

3.3 Regionally, student numbers are increasing in Tairāwhiti, reflecting targeted investment and stronger learner engagement, while Regional Learning Centre activity is lower than last year due to programme changes.

3.4 Overall, EIT continues to see strong participation from Māori learners, maintaining rates well above regional demographics and sector averages.

3.5 EIT has engaged with the Tertiary Education Commission regarding additional 2026 funding to support delivery and future growth, with further updates to be provided as discussions progress. This includes additional funding of Youth Guarantee places, following recent government Budget announcements.

4. Risk and opportunities

4.1 We are still developing our risk management framework and are actively managing known risks.

5. Health and Safety

5.1 A health and safety update is provided in the Organisational Snapshot.

6. People

5.2 A people update is provided in the Organisational Snapshot.

7. External Engagements

7.1 Lucy had the following external engagements in the period 22 May – 21 June 2026:

Date	Meeting
27 May	TEC - Kim Ulberg & Mele Alatini
29 May	NZQA - Grant Klinkum
29 May	Business leaders H&S Forum - Francois Barton
03 June	TEU – Daniel Benson-Guiu & Georgia Davey

TE AHO A MĀUI

Appendix 1: Organisational Performance Snapshot

Partnerships & Māori Student Success	• Have scoped up terms of reference for a 'Te Tiriti o Waitangi' discovery project and met with an external provider, Vanessa Pye, to complete a high-level evaluation of how well we are meeting our obligations to Te Tiriti o Waitangi. Due mid-July. • Met with Tawehi Munro from Ngāti Kahungunu Iwi Inc to give him an overview of Māori achievement goals and the activities we have engaged with to progress. • Professors David Tipene Leach and Annemarie Gillies are undertaking a research project into factors which impact on Māori success. • Interviews for Mātauranga Māori Lead position are completed. Appointment pending. • Drafted a Te Reo Māori policy and Te Reo Māori assessment procedure which will be sent for internal input and iwi partner consultation prior to submission to the Council. • Engaged mana whenua consultant, Renata Hakiwai, to inquire into the most effective use of $200K unallocated iwi funding for the Māori and Pacific Trade Training programme in Hawke's Bay. • Working with Data team and marketing to produce a two-page iwi-based dashboard which we will share with iwi. Highlights enrolment numbers, gender, campus, programme level, school of study and success rates over the past three years. • Met with Brenden Mischewski to complete Māori Achievement questions for the Investment Plan.

Student Support Services	• For Youth Guarantee:
	  ○ Recruiting additional 0.5FTE Student Success Navigator (HB)
	  ○ Recruiting for new role 1FTE Youth Pathways Coordinator (replacing 1FTE Student Success Navigator) (HB)
	• MPTT applications for 2027 submitted to TEC on 19 June
	• Ākonga Success Community of Practice (across post-TP network) has decided to structure 2026-7 meetings around the six elements of TEC's Learner Success Framework to optimise the applicability of what we learn from one another's practice
	• Āhuru Wairua – Spiritual Reflection and Prayer Room has opened in R-Block adjacent to vineyard to replace pre-cyclone Prayer Room in Hetley Building
	• Spiritual Wellbeing framework and JD for Spiritual Wellbeing Coordinator is underway
	• Pride Week, Samoan Language Week, Matariki celebrations (in collaboration with Younited) have been enjoyed by students and staff alike
	• Younited have assisted consultation with students re increase in Compulsory Student Servies Fee for 2027
	• Drafting of Learner Success Plan and finalisation of Disability Action Plan has
	  ○ lent structure to annual plans of learner success teams

	◦ highlighted areas where we need key data to be easily accessible (aligned to Discovery Projects)
Academic Development and Quality	• Visit from Grant Klinkum (29 May) indicated NZQA's high level of confidence in EIT's quality assurance and self-assessment capability • QMS Review Project progressing; extensions to end of August needed for Finance and People & Wellbeing areas • Revised policy sets published and informed to staff with associated PD available from EDC: ◦ Assessment and moderation ◦ Academic Integrity • Teaching qualifications have been reviewed to align with new Teaching Council standards ◦ B Teaching Early Childhood Education submitted to Council and NZQA ◦ B Teaching Primary on Academic Approvals Committee agenda 17 June
H&S	• A total of 44 health and safety events were reported, with no lost time injuries and no notifiable WorkSafe events. • Reporting continued to be heavily driven by vehicle speeding events (28 reports, 62% of total reporting). • Overall injury severity remained low, with most injuries requiring only first aid or minimal medical treatment. • Induction completion rates improved during May, increasing from 39% to 52%, with permanent employee completion rates remaining above 95%. • Emergency evacuation drills were successfully completed across several Hawke's Bay sites. • Improvement initiatives progressed during the month, including development of working at heights guidance, increased engagement to strengthen hazard and near miss reporting, and planning for the HSW improvement programme. • Opportunities remain to strengthen proactive health and safety reporting, particularly lead indicator and critical risk reporting.
People & Culture	• Organisational change activity is underway across three teams, at varying stages of scoping and implementation. People and Culture is supporting managers to ensure processes are well managed and aligned with organisational policy and strategic priorities. • Some workforce capacity pressure is emerging in parts of the organisation, reflecting ongoing impacts of the EIT operating model. This is being managed through workload adjustments, with impacts being actively monitored. • Accredited Employer Work Visa application is ready for submission in June which will allow EIT to broaden our reach internationally for talent and lawfully recruit people. It will also assist to provide employment continuity to those people currently employed on a visa where extension is required and a move towards permanent residence is supported.
Performance and Reporting (incl TEC compliance)	• TEC have verbally responded to our 2026 $2.3M additional funding request letter sent last month. At this stage they advise that additional funding is unlikely in DQ7+ but possible in DQ3-7. Further TEC assessment will occur after the August SDR before any additional allocations are made. The key implication of this is for EIT to ensure it now does deliver to the forecast. • Additional funding requests for Youth Guarantee (for 2026 and baselined into 2027) are now open. We will be making a submission. • Trades Academy additional places are for 2027 onwards. We will be preparing an application alongside the business considering operational requirements of additional places. • The Draft 2027 Investment Plan is presented to Council this month for discussion, input and approval to submit. • This Investment Plan will include draft Educational Performance Indicators (EPIs) targets for 2027 and beyond. These are being developed based on emerging EPI insights from the discovery projects as well as analysis carried out by our Investment Plan contract writer. ELT is also currently engaging with this Plan and EPI targets.

Finance and Procurement	• The brokers for the ITP Insurance Collective (NZIST plus the ten independent ITPs) visited EIT on 16 June as part of ensuring our insurance needs are being met. Discussion around progressing our Cyclone Gabrielle claim also occurred. • The ITP Finance Forum held in late May in Wellington was very successful. • While in Wellington we met with the staff of the External Reporting Board (XRB), who support the New Zealand Accounting Standards Board, to continue the field testing work on the proposed new financial reporting standard (ED PBE IPSAS 47 Revenue) that in future could potentially impact significantly on the timing of revenue recognition for the tertiary education sector domestic fees and funding, (other government entities, including TEC and MoE, as well as not for profit entities potentially have revenue or funding change). • The process to transfer our land titles from NZIST to EIT is underway. • ELT has considered how procurement processes should develop at EIT and work is progressing accordingly.
Digital	• Our Digital Solution Manager, Shannon Kiernan started on 15 June. This completes the digital leadership team for now. • Our Digital Director, Kevin Rowland, presented his initial impressions of EIT's digital landscape to ELT in June. This work is being used to inform a digital investment roadmap, due to be presented back to ELT in two months. • Kevin has been especially focussed on growing the team culture, investing in capability development and a process driven approach, e.g. and improved service desk approach to allow for better triaging and tracking/reporting of queries, issues, themes etc. • Cyber security status remains a priority, engagements with current vendors have been positive and are providing improved clarity of direction and a support/workplan to our CS engineer and wider team.
Data capability	• Core System Data Exploration: Focussed on understanding our current state with respect to core data sets of significance. This involves understanding location, access, and permissions; assessing data quality and health, exploratory model design and deployment, and "first cut" analysis within agreed presentation layers • Discovery Project Support: Related to the above, this involves supporting the data, information, and analytical needs across the discovery programme of work. This spans strategic advisory, requirements design, data exploration, process design and project support across the suite of projects. • Supporting EIT's Leadership Hui: This involved workshop design, preparation, and delivery; analysis and synthesis of outputs (including developing a workshop output inventory, emerging themes and strategic signal analysis, and a range of insights/feedback reports for the Executive and Hui participants) • Agentic supported strategic analysis: This involves deploying advanced AI tooling and methods in a controlled way across a range of strategic areas in partnership with the EIT Directorate. • Recruitment: Lead Data Analyst role has been filled. Strong data science skillset, range of programming languages and advanced analytical capability, including machine learning & AI, data engineering, and programming
Tairāwhiti Campus	**Collaboration** • Re-established Tairawhiti Ako Providers Group – community engagement with all our major providers and TEC, and MOE focused on reducing barriers to learning pathways in Tairawhiti • Reestablished local ACE provider network to ensure equitable delivery across rural communities and building stronger connections with Agri sector, Rural Women's Groups, reducing isolationism

	• Resigned rental agreement with BLENZ (Blind and Visually impaired Education Provision) to serve 70 families in the Tairawhiti and Wairoa area- RSU small Classroom- ($17K) per year. • Supporting Nursing Symposium to bring Maori Hauora Providers to present Career Pathways in Hau Ora Maori fields – • Collaboration with Te Rangi Saunders & Katie Rongonui • Collaboration with Te Awanui a Rangi – supporting 1xPHD Students and 2 x master's Students (all employed in Turanganui a kiwa is Mental Health Counselling fields. • Attended Wairoa CPAG Hui and Social Commissioning Consultation Hui (Manaaki Tairawhiti) • Delivered East Coast Regional Grower of the Year Competition – Hort Industry and Secondary School Engagement (June 11) • Stakeholders Hui scheduled for June 26th – Business and Crown – MSD Hosting **Partnerships** • Celebrated Ahu Whenua Award Winner ex- student Te Rina Joe (Ngāti Pāhauwera, Ngāti Kahungunu), Supervisor/Orchard Hand at Pakuratahi Orchard for Ngāti Pāhauwera Commercial Development Ltd at Tangoio, Hawke's Bay, she is currently employed as supervisor, overseeing teams of 40–60 workers across a 55-hectare apple operation. • Partnerships with Community Providers to run Matariki events on Campus – Turanga Health, Whatu Ora, Tiaki E throughout the month-Students Engagements • Successfully delivered Marae Experiences for Bach Teach Degree at Rangiwaho Marae (Ngai Tamanuhiri support for our learners
Auckland Campus	• We have received the resignation of Campus Director, Cherie Freeman, who will be leaving in July to take up a role with the US-based organisation CIEE, where she will lead the development of an Auckland presence. Cherie has made a significant contribution to the Auckland campus, and we will be sorry to see her go. We are confident that the strong structures and foundations she has established will support the campus to continue to grow and perform well into the future. • Auckland Campus redevelopment continues to progress with refurbishment plans presented to staff.
International	• EIT is engaged with the ITP sector working group that continues to analyse the impact of INZ processing approaches and advocate for the growth opportunities possible with improved processing approaches and timeliness.
Faculty projects	• The Nursing Council has advised that "return to nursing" students may be enrolled with us for a single paper with immediate effect. These students will be self-funded and enrolled via a Certificate of Proficiency and are expected to contribute to a steady pipeline of nurses re-entering the profession. • The Teaching (Primary and ECE) team is undertaking a full programme review in response to Government curriculum changes and Teaching Council requirements. This work is progressing well, supported by a significant and focused effort from the team. • EIT staff recently joined our Cook Islands partner, the Cook Islands Tertiary Training Institute (CITTI), to celebrate graduation, with more than 100 learners completing qualifications and 70 graduating alongside their whānau and communities. The event was attended by EIT representatives and the King's Representative, Sir Tom J Marsters. A highlight was the achievement of 11 Aitutaki graduates completing the New Zealand Certificate in Automotive Engineering (Level 3), supported to a 100 percent completion rate. This partnership continues to demonstrate strong outcomes and meaningful impact for learners, families, and communities across the Cook Islands.

	• EIT Computing students in Hawke's Bay recently engaged with Qube and Robotics Plus through applied projects, presenting their work and gaining industry exposure. Outcomes include a student internship with Qube and opportunities to contribute to a national drone project. These engagements strengthen alignment with industry needs and support pathways into employment. • EIT Tairāwhiti hosted the Ag Hort Day Out, providing local students with hands-on exposure to modern agriculture and horticulture, including technologies such as drones, virtual fencing, and lab science. The event connected students with industry experts and highlighted diverse career pathways in the primary sector.
Research	• There have been 13 full applications submitted for the current internal research funding round, representing a range of schools across the institution. These seed funding opportunities are intended to support new and emerging research projects, with the goal of securing external funding in the future. The assessment panel will meet shortly and report back on the number of projects approved for funding. • Cabinet has announced the confirmed Tertiary Research Excellence Framework (TREF). A TEC-led ITP workshop is scheduled for 16 June to work through implementation considerations. Executive Dean Dr Helen Ryan-Stewart will attend on behalf of EIT and contribute to the development of this important funding framework. • Matanga classes are continuing this week, including a session on Kaupapa Māori led by Professor Annemarie Gillies, alongside contributions from Chris Bryant Toi and Robin Fabish.
Capital Planning and Asset Management	• Auckland - Lease now fully executed • Auckland – L7 & L8 demolition completed • Auckland – Building consent exemption application submitted • Hawkes Bay L1 Ontrack for occupation end June • Hawkes Bay – Ford Road Lease expiry outstanding issue regards make good provision
Marketing and Promotion	• Semester Two 2026 Campaign went live across digital platforms, social, outdoor and radio. • An independent website audit has been commissioned to inform planning. • Website and social media metrics for monthly reporting are being developed. Of interest there were 58,397 active web visits in May (highest since December 2025), with 457 phone calls, 193 web enquiries and 323 online enrolments submitted. • Engagement team has strengthened in-person connections with 19 secondary schools and 11 community organisations across Hawke's Bay, with 2027 prospectuses and updated programme info now visible. • Engagement has hosted or supported 14 on and off-campus events this year to date. • Senior Graphic Designer Steve Rawlinson started in May and will oversee use of brand and design.

EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

COUNCIL MEMORANDUM

TITLE:	**Delegation of Academic Committee Chair**
MEETING DATE:	22 June 2026
MEETING TYPE:	PUBLIC MEETING
AUTHOR:	Patrick Jones, Acting Chief Executive Officer
PURPOSE:	DECISION

1. Background

1.1. The Council is required under the Education and Training Act (Section 18) to establish an Academic Committee to advise it on all academic matters.

1.2. The Academic Regulatory Framework (Clause 1.1.9) states that EIT's Academic Committee will be chaired by the Chief Executive.

1.3. Lucy Laitinen, upon beginning the Chief Executive role in January 2026, delegated the Academic Committee Chair to Ondene van Dulm, Executive Director Academic & Student Services, temporarily until June 2026.

2. Resolution

It is recommended that the Council:

Approve the delegation of the authority of the Chair of the EIT Academic Committee to Ondene van Dulm, Executive Director Academic & Student Services, effective from 23 June 2026 until otherwise advised.

EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

COUNCIL MEMORANDUM

TITLE:	**Finance Report – May 2026**
MEETING DATE:	22 June 2026
MEETING TYPE:	PUBLIC MEETING
AUTHOR:	Victor Saywell, Finance Director
PURPOSE:	INFORMATION

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1. Executive Summary

1.1. EIT remains on track to the forecast surplus for year, with a YTD surplus of $2.3M to May 2026. While revenue is below forecast, expenditure is by the same margin.

1.2. Cash and Bank are currently $6.1M ahead of forecast, primarily because income in advance is $4.8M in advance and non-cash current assets are $1.6M lower.

2. Resolution

2.1. It is recommended that the Council:

a) **Note:** Receipt of the May 2026 financial report

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3. Purpose

3.1. To provide Council with a report on the financial performance and cash flow for the five months YTD and financial position as at 31 May 2026.

4. EFTS Delivered

4.1. Domestic EFTS delivered remain slightly below forecast, but this is seen as a timing matter, partly because we've been managing foundation enrolments to ensure funded places remain available for continuing students who want to enrol mid-year, but also in the timing of some forecasted delivery.

4.2. Onshore international EFTS remain slightly below forecast.

4.3. Offshore delivered EFTS appear well below forecast, but our income is contractual rather than EFTS based and is on track (the timing of EFTS to be addressed in the next forecast).

5. Financial Performance

5.1. <u>Comparison to Forecast</u>

5.2. The surplus YTD of $2.3M is on forecast.

5.3. Revenue is $1.5M below forecast, reflecting the lower delivered EFTS YTD.

5.4. Total expenditure YTD is $1.2M below forecast and depreciation is $0.3M below budget, with timing of actual expenditure looking to be the main explanation, but some potential savings.

5.5. Comparison to Last Year

5.6. The surplus YTD of $2.3M is $3.8M better than last year's overall deficit of $1.5M. When cyclone costs last year of $0.3M are excluded and the $0.9M impact of the changed holiday pay recording (noted below) this year is allowed for, the YTD improvement is $2.6M on an adjusted basis.

5.7. Revenue is $1.7M higher than last year with higher domestic fees and international student fees largely accounting for that.

5.8. Staffing costs YTD are $0.9M below last year, primarily because we are recording annual leave liability movements monthly this year, to better reflect the impact of changes in leave liability on performance (seasonally, leave balances are lower at May than December, hence YTD staff costs are lower compared to last year where no leave adjustments were made).

5.9. Operating costs YTD are $1.1M lower than last year ($0.8M when cyclone costs are excluded) and depreciation YTD is $0.1M lower.

6. Financial Position

6.1. Comparison to Forecast

6.2. Cash and bank (including term deposits) are currently $6.1M higher than forecast.

6.3. Current assets (excluding cash and term deposits) are $1.0M lower than forecast, primarily because prepayments are lower. While debtors are a little higher than forecast, older debts continue to be lower than last year.

6.4. Current liabilities are $3.5M higher than forecast, primarily from stronger income in advance of $4.8M, but lower creditors of $1.3M.

6.5. Non-current assets are $1.7M lower than forecast.

6.6. Comparison to Last Year

6.7. Cash and term deposits are $8.8M up on last year.

6.8. Other current assets (excluding cash and term deposits) are down $1.9M

6.9. Current liabilities are up about $2.4M on last year, primarily as a result of higher income in advance, partly offset by lower leave liabilities.

6.10. Non-current assets are up $31.9M on a year ago, mostly reflecting the campus rebuild costs transferred from NZIST late last year, but also a reduction in impairments as at December 2025.

6.11. Equity is $36.3M higher than last year, reflecting several significant transactions including transfer of insurance proceeds from NZIST (related to the transfer of campus rebuild costs), recapitalisation of Polytechnics and reduction in earlier impairments late last year, together with the campus rebuild funding received this year and a better result YTD this year.

7. Cash Flow

7.1. Operating cash flows are $6M ahead of forecast, partly from lower cash outflows for expenditure and but also higher student fee income in advance.

7.2. Investing cash flows are $3M less than forecast.

7.3. Cash balances are $9M ahead of forecast as a result, but investment balances are $3M less than forecast.

8. Risks and other considerations

8.1. It is normal, because of the economic cycle and other (mostly external) factors, to have significant variation between actual results for any year, compared to a budget prepared the previous year. The semester 1 forecast surplus of $0.3 M that we are currently reporting against was close to the budget surplus of $0.2M Net actual YTD results continue to track close to forecast.

8.2. While we are now close to the mid-year break, second semester and 3rd and 4th term student recruitment remain important, with the usual number of EFTS still to be recruited and delivered for the year, so results remain dependent upon actual outcomes. A high level of income in advance and the possibility of additional funding this year offer the possibility of an improved result above the forecast surplus of $0.3M, provided staffing costs are controlled and operating costs remain to be favourable. A second semester forecast update for 2026 will be undertaken around August after mid-year student recruitment is clearer.

	YEAR TO DATE			FULL YEAR	
	Current Year Actual May 2026 $'000	**Current Year Forecast May 2026 $'000**	**Last Year Actual May 2025 $'000**	**Full Year Forecast 2026 $'000**	**Full Year Actual 2025 $'000**
REVENUE					
Government Tuition Funding					
EFTS Related TEC Funding	15,606	16,051	15,609	40,859	37,084
ITO Funding	245	491	383	1,371	1,213
Other On Plan TEC Funding	1,468	1,497	891	3,788	3,336
Fees Free Funding	0	0	135	0	48
Total Government Tuition Funding	17,319	18,039	17,018	46,017	41,681
Student Fees & Charges					
Domestic Fees	4,099	4,391	3,553	10,297	9,190
Student Services Levies	599	558	487	696	656
International Fees	8,997	9,685	7,959	20,686	20,344
Total Student Fees	13,694	14,634	11,998	31,678	30,190
Research Income					
PBRF Income	268	268	275	643	679
External research grants	149	90	76	298	168
Total Research Income	417	358	351	942	846
Other Income					
Off Plan Government Funding	1,823	1,798	1,724	4,342	4,218
Interest Income	600	507	855	1,156	1,795
Other Operating Income	1,377	1,411	1,612	3,514	4,261
Total Other Income	3,801	3,716	4,190	9,012	10,274
TOTAL REVENUE	**35,232**	**36,746**	**33,559**	**87,649**	**82,991**
EXPENDITURE					
Staffing Costs	20,575	20,196	21,522	50,695	53,250
Property Costs	2,457	2,516	2,522	6,159	6,244
Interest Expense	0	0	0	0	0
Operating Costs - Faculties	3,368	3,827	4,007	9,512	8,947
Operating Costs - Administration	3,767	4,849	4,136	12,796	10,408
Total Operating Expenses	9,592	11,192	10,665	28,467	25,599
TOTAL EXPENDITURE	**30,168**	**31,388**	**32,188**	**79,162**	**78,849**
CASH GENERATED FROM OPERATIONS	**5,064**	**5,358**	**1,371**	**8,487**	**4,142**
Depreciation & Amortisation	(2,813)	(3,065)	(2,872)	(8,177)	(7,827)
NET SURPLUS/(DEFICIT)	**2,251**	**2,293**	**(1,501)**	**310**	**(3,685)**

	YEAR TO DATE			FULL YEAR	
	Current Year Actual as at May 2026 $'000	**Current Year Forecast as at May 2026 $'000**	**Last Year Actual as at May 2025 $'000**	**Full Year Forecast 2026 $'000**	**Full Year Actual 2025 $'000**
Current Assets					
Cash & Bank Balances	14,395	5,304	4,690	1,575	20,525
TEC Debtor	14,391	13,947	17,364	600	0
Accrued Interest Income	437	162	361	204	149
PBE Debtor	1,716	1,716	1,508	1,716	1,716
Other Debtors	3,316	3,855	2,763	3,789	4,103
Inventory	505	450	375	450	531
Prepayments	1,729	2,955	1,693	2,682	891
Short Term Investments	40,000	43,000	40,874	31,000	14,673
Total Current Assets :	76,489	71,389	69,627	42,017	42,588
Current Liabilities					
Income in Advance	38,788	34,035	35,734	14,638	17,879
Trade Creditors	4,720	5,967	4,544	4,220	2,974
Provisions & Accruals	395	355	374	175	181
Scholarship & Other Funds	173	174	140	174	174
Salary Accrual	1,039	1,003	1,016	1,805	1,545
Leave Accrual	4,006	4,100	4,903	4,277	4,277
Other Current Liabilities	0	0	0	0	0
Total Current Liabilities :	49,120	45,633	46,711	25,289	27,031
NET WORKING CAPITAL	**27,369**	**25,757**	**22,916**	**16,728**	**15,557**
	156%	156%	149%	166%	158%
Non-Current Assets					
Land & Buildings	121,999	122,141	99,191	135,076	124,080
Capital Works in Progress	6,716	7,762	552	0	4,122
Plant Machinery & other Assets	7,664	8,126	4,675	10,065	7,694
Computer Software	0	0	1	(0)	0
Other Intangibles	1,817	1,817	1,920	1,757	1,860
Receivables Non Current	0	0	0	0	0
Investments	2	3	2	3	2
Total Non-Current Assets :	**138,198**	**139,850**	**106,341**	**146,900**	**137,759**
Non-Current Liabilities					
Lease - Make Good Provision	80	80	50	80	80
Other Non Current Liabilities	57	57	56	60	57
Total Non-Current Liabilities :	137	137	106	140	137
NET ASSETS	**165,430**	**165,469**	**129,151**	**163,489**	**153,179**
EQUITY					
Equity Opening Balance	56,241	56,241	59,926	56,241	59,926
Asset Transfer	9,240	9,240	0	9,240	9,240
Recapitalisation	5,168	5,168	0	5,168	5,168
Capital Contribution	10,000	10,000		10,000	
Operating Result	2,251	2,290	(1,501)	310	(3,685)
General Equity :	82,900	82,940	58,426	80,959	70,649
Asset Revaluation Reserve	67,857	67,857	56,053	67,857	67,857
Other Restricted Reserve	14,673	14,673	14,673	14,673	14,673
TOTAL EQUITY	**165,430**	**165,469**	**129,151**	**163,489**	**153,179**

For management purposes, the PBE Debtor balance shown is not adjusted monthly, so reflects the PBE balance as at the previous December, and are recalculated in December each year. Correspondingly government funding and domestic fees are only adjusted for PBE non-exchange transactions in December too.

	YTD Actuals at May-2026 $'000	YTD Forecast at May-26 $'000
Cash Flows from Operating Activities		
Receipt of Government Funding	21,275	21,594
Receipt of Other Revenue	3,091	2,726
Receipt of Student Fees	17,616	14,312
Interest Income Received	312	495
Payments to Employees & Suppliers	(29,223)	(32,079)
Net Cash Flow From Operating Activities	13,071	7,048
Cash Flows from Investing Activities		
Purchase of Capital Expenditure	(3,873)	(3,941)
Proceeds from Sale of Assets		
Receipts from Realisation of Investments	25,327	
Acquisition of Short Term Investments	(50,654)	(28,327)
Acquisition of Long Term Investments		
Net Cash Flow From Investing Activities	(29,200)	(32,268)
Cash Flows from Financial Activities		
Capital Funding	10,000	10,000
Net Cash Flow From Financing Activities	10,000	10,000
Total Increase/(Decrease) in Cash Flows	(6,130)	(15,221)
Add Opening Balance	20,525	20,525
Closing Balance	14,395	5,304
Comprising: Cash & Bank Balances	14,395	5,304
Investments		
Opening Balance	14,673	14,673
Receipts from Realisation of investments	(25,327)	
Acquisition of Short Term Investments	50,654	28,327
	40,000	43,000
Total cash	14,395	5,304
Total Cash and Investments	**54,395**	**48,304**

EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

Minutes Academic Committee | 18 May 2026

at 2pm Council Room and online via Microsoft Teams

Attendees (10)
Ondene van Dulm (Chair), Noor Alani, Sean Coyle, Markus Dipper, Jodee Reid, Helen Ryan-Stewart, Deb Stewart, JaX van Niekerk, John West

In attendance:
Jeanette Fifield (Minute Secretary), Jade Peterson (Younited)

Apologies:
Robin Fabish, Victoria Fuata'i, Philippa Jones, Lucy Laitinen

1. Administration

1.1 Welcome and apologies

The Chair welcomed members to the meeting.

An apology was received for R Fabish, V Fuata'i, P Jones and L Laitinen.

The Chair advised that, from today's meeting, all agenda items will be open unless submitted as closed.

1.2 Register of interests

No interests were declared.

1.3 Quorum

Quorum of members achieved.

1.4 2026 academic committee meeting dates

The 2026 meeting dates were provided for information.

1.5 Open minutes of the meeting 20 April 2026

No matters arising.

Resolved (S Coyle / M Dipper)
That the Academic Committee accept the open minutes of the meeting held on 20 April 2026 as a true and correct record.
CARRIED

1.6 Closed minutes of the meeting 20 April 2026

No matters arising.

Resolved (D Stewart / N Alani)
That the Academic Committee accept the closed minutes of the meeting held on 20 April 2026 as a true and correct record.

CARRIED
The minutes from the closed session will not be publicly available.

2. Quality Management System

2.1 Student Concerns, Formal Complaints and Appeals Policy set

NEW Policy QI108
NEW Procedure PI108
REVISIONS Part 1 Section 2 Academic Regulatory Framework

The members received a verbal overview of the policy review and revisions undertaken to streamline the current policy set and improve accessibility for staff and students. The revised policy set consolidates concerns, complaints, and appeals, and clearly outlines the situations in which students may raise complaints or appeals.

The members received a summary of the changes undertaken and the feedback received from the EIT Executive Leadership Team. The members looked through the documentation set and general discussion took place. The following were noted:

- Concern was raised regarding process clarity and student guidance. It was recommended that Procedure for Formal Complains 2.2 be expanded to inform, instead of guiding and suggesting and that the revisions also be updated in 1.6.
- The Academic Regulatory Framework (ARF) has been updated to reflect the new policy sets (Part 1, Section 2).

Resolved (J West / J Reid)
That the Academic Committee approve the new policy sets Guidelines and the associated supporting documentation and updates to the Academic Regulatory Framework, to take effect Semester Two, 2026.
CARRIED

O van Dulm thanked J van Niekerk for her work throughout the review process.

Actions:
1. O van Dulm will revise the relevant sections for clarity and update the policy sets as appropriate.
2. O van Dulm and J Pederson will develop a communications plan to socialise the new policy sets to students and stakeholders.

2.2 Assessment and Moderation Policy Set

The academic committee received a verbal overview of the revised policy set, involving the separation of the former combined policy (QA114) into two new aligned document sets.

- Assessment Policy (QA114), Assessment Procedure (PA114), and Assessment Guideline (AG114); and
- Moderation Policy (QA115) and Moderation Procedure (PA115) and Moderation Guideline (AG115-1).

Assessment Policy QA114
Concern was expressed by the Executive Director Māori (EIT Executive Leadership Team feedback) regarding the use of the term's 'mana' and 'kaupapa', and the need for clarity in their application within documentation. It was recommended that these terms be removed until appropriate clarification has been established.

General discussion took place regarding the scope of assessment in Te Reo Māori and it was agreed to maintain the current focus on summative assessment due to current resource constraints.

- Updated formatting has been applied throughout the new policy sets.
- Updated references (ie. outdated industry moderation bodies) throughout the document sets will be replaced with regulatory and professional bodies as applicable.

Resolved (S Coyle / J West)
That the Academic Committee approve the new policy sets Assessment Policy (QA114) and Procedures (PA114); Moderation Policy (QA115), Procedures (PA115) and guidelines to take effect as soon as the policy sets are published.
CARRIED

Actions:
1. J van Niekerk and D Stewart will revise the relevant sections and update the policy sets as appropriate.
2. J van Niekerk will seek guidance from the Executive Director Māori regarding appropriate wording for the relevant sections identified.
3. J van Niekerk and D Stewart will develop a communications plan to socialise the new policy sets via FMT.

The Chair thanked J van Niekerk and D Stewart for their work throughout the review process.

3. Degree

3.1 Accreditation Toi Ohomai Institute of Technology - Te Ata Māhina Bachelor of Social Work
Received for information.

4. Subcommittees of academic committee

4.1 Programme Cluster Committee/s (PCC)
Received for information, membership changes that have been approved through delegated approval.

4.2 Strategic Research Committee – 2025 self-assessment report
The members received a verbal overview of the 2025 report. Discussion took place on membership representation, reset of research focus and the new TREF monitoring and funding system.

5. Academic committee workplan reports

5.1 Digital Strategic Steering Group
The members received a verbal update of discussions held at the recent meeting of the group.

6. Any other business

6.1 Teaching and Learning Steering Group
Emma Martin has been appointment as the new Chair and replaces Scott Casley.

Action: The Chair will send a letter of thanks to S Casley, acknowledging his role as the Chair and for his ongoing support to the group.

6.2 June agenda items

- New degree programmes - Project Management suite
- New degree programmes – Healthcare Management suite
- Notification of major changes - Bachelor of Teaching (Primary)
- Notification of changes – Bachelor of Teaching (Early Childhood Education)

The Chair thanked the members for their attendance and participation.

The meeting closed 2.50pm with karakia led by O van Dulm.

Next scheduled meeting – Monday, 15 June 2026, 2-4pm, B111 (Council Room Te Pae Hono) and online via Microsoft Teams.

EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

COUNCIL MEMORANDUM

TITLE:	**Academic Report**
MEETING DATE:	22 June 2026
MEETING TYPE:	PUBLIC MEETING
AUTHOR:	Ondene van Dulm, Executive Director, Student and Academic Services
PURPOSE:	INFORMATION

1. Resolution

1.1. It is recommended that the Council:

a) Receives this report.
b) Receives the attached draft minutes of the 18 May 2026 Academic Committee meeting.

2. Purpose

2.1. An overview of key academic matters is given below for Council's interest.

3. Sector academic matters

3.1. NZQA has issued new Guidelines for Credit Recognition and Transfer. These will not necessarily require changes to current programme regulations, as exceptions to the guidelines can be justified, but will inform our practice going forward.

3.2. NZQA has indicated that the interim approach to degree monitoring for 2026 is being further revised and that providers will be informed of the changes in due course. Fortunately, we had decided to retain all planned degree monitoring throughout 2026, so will be unaffected by any further changes.

3.3. NZQA has indicated they will consult on quality descriptors as the final feature of the Integrated Quality Assurance Framework (iQAF) in August 2026.

3.4. NZQA has published the methodology by which they will calculate credit reporting fees on qualification completions, including the transition methodology given that credit fee billing can only include the portion of credits achieved after 19 January 2026.

4. Academic portfolio matters

4.1. New postgraduate suite in Applied Data Analytics: NZQA's request for further information has been addressed; preparations are underway for a panel in August 2026.

4.2. New postgraduate suites in Project Management and Healthcare Management: Development continues, anticipated for internal approval later in 2026.

4.3. Bachelor of Teaching (Early Childhood Education): Review to align with revised Teaching Council standards: Approved by Academic Approvals Committee on 20 May 2026; submitted to NZQA and Teaching Council.

4.4. Bachelor of Teaching (Primary) review to align with revised Teaching Council standards: Review led to major changes to programme, due at Academic Approvals Committee on 17 June 2026.

4.5. Conversion of Training Schemes to Micro-credentials as required by NZQA: Academic Approval Committee of 3 June 2026 approved Event Planning, Preparation and Delivery (Level 3) and Introduction to Defence Force (Level 3).

Memo: EIT Council
From: Kerry Marshall
Date: 18 June 2026
Subject: Governance Policies - Agenda item 6.1

Purpose

To establish a process for the approval and review of the draft governance policies that have been developed for Council consideration.

Recommendations: That Council

1. Approve the GovPol 01 The Role of Council and GovPol 02 How Council Operates policies;
2. Approve the schedule of review of the other policies.

Process

I have developed a series of governance policies using a variety of sources including material supplied by Lucy, other gov pol I have used, some policy material from TEC and old EIT material. I have also looked at the legislation and included that where appropriate.

These are drafts and I am keen for you all to provide your insights before we look at adopting a set of suitable policies.

Format

Rather than one long document my approach is to have each policy as a separate document. It has been useful to include a quality outcomes section which specifies what outcomes the effectiveness of the policy can be measured against. There is of course some editing needed.

I suggest we adopt GovPol 01 The Role of Council and GovPol 02 How Council Operates and then consider the remaining policies at future meetings

Revision

Policies need to be reviewed on a regular cycle, say every three years but we don't want all of them coming due at the same time so the following cycle to start with and three yearly after the initial review allows for this.

Review in 2027: 01 04 and ToR2
Review in 2028 : 02 05 and ToR1
Review in 2029: 03 06 and 07

Kerry

EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

Council Governance Policy

GovPol 01 The Role of Council

Purpose:
The role of the Council of Eastern Institute of Technology (EIT) is to effectively represent, and promote the interests of, the Eastern Institute of Technology (EIT) community with a view to adding long-term value to the Institute's services. *(legislative reference??)*

Policy

The Council will

1. Support, direct, supervise and monitor the performance of the Chief Executive of EIT;
2. Ensure that EIT's goal are clearly established, and that strategies are in place for achieving them;
3. Protect EIT's financial position and the ability to meet its debts and other obligations when they fall due;
4. Ensure that EIT adheres to high standards of ethics and corporate behavior.
5. Ensure that appropriate resources are in place to achieve EIT's objectives within the funding provided by stakeholders and other funders;
6. Ensure key governance policies and procedures are in place and adhered to;
7. Manage risks appropriately; and
8. Manage relationships with shareholders and wider stakeholders.

Additional duties of council of polytechnic (Section 321 Education and Training Act 2020

When performing its functions or exercising its powers, the council of a polytechnic must—

(a) consider the need to collaborate with other polytechnics to use resources effectively, to avoid duplicating effort, and to identify opportunities for sharing services; and
(b) be responsive to industry and community needs, including skills shortages; and
(c) ensure that the polytechnic operates in a way that allows the polytechnic to develop meaningful relationships and to engage with communities at a local level, including industries, Māori employers, hapū and iwi, and Pacific communities.

Quality Outcomes:

EIT will

- Be respected in the community and acknowledged as a high performing organisation;
- Fulfil all its statutory and legal obligations.

Date approved: Next revision date:

Council Governance Policy

GovPol 02 How Council Operates

Purpose:
The activities of the EIT Council must be of the highest ethical standard and conducted in accordance with governance best practice.

Policy

Council will

Use its best endeavours to familiarise itself with issues of concern to the EIT community.

Regularly evaluate economic, political, social and legal issues and any other relevant external matters that may influence or affect the development of the business or the interests of the EIT community and, if thought appropriate, will take outside expert advice on these matters.

Be disciplined in carrying out its role, with the emphasis on strategic issues and policy.

When making policy, will not reach specific decisions unless it has considered the more general principles upon which they are founded, and in reaching other specific decisions Council will consider the policies against which the decisions are made.

Council Members will:

Conduct themselves in a manner consistent with their duties and responsibilities to EIT and, indirectly, to the EIT community.

Act within any limitations imposed by Council on its activities.

Use their best endeavours to attend Council meetings and to prepare thoroughly. Members are expected to participate fully, frankly and constructively in Council discussions and other activities and to bring the benefit of their particular knowledge, skills and abilities to the Council table. Members unable to attend a meeting will advise the Chair as early as possible.

Conduct discussions in an open and constructive manner, recognising that genuinely held differences of opinion can, in such circumstances, bring greater clarity and lead to better decisions. The Chair will, nevertheless, seek a consensus in the Council but may, where considered necessary, call for a vote.

Maintain the confidentiality of discussions and their record unless there is a specific direction from the Council to the contrary, or disclosure is required by law. Subject to legal or regulatory requirements the Council will decide the manner and timing of the publication of its decisions.

Be entitled to have access, at all reasonable times, to all relevant EIT information and to Management through the Chief Executive.

Quality Outcomes:

EIT will

- Be respected in the community and acknowledged as a high performing organisation;
- Fulfil all its statutory and legal obligations.

Date approved:	Next revision date:

EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

COUNCIL MEMORANDUM

TITLE:	**QMS Review Project Update**
MEETING DATE:	22 June 2026
MEETING TYPE:	PUBLIC MEETING
AUTHOR:	Ondene van Dulm, Executive Director Student and academic Services
PURPOSE:	INFORMATION

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1. Executive Summary

1.1. The QMS Review Project is progressing according to plan for most areas to be complete by 30 June 2026.

1.2. The ELT has approved an extension to 31 August 2026 for two areas, namely Finance and People & Culture.

2. Resolution

2.1. It is recommended that the Council:

a) Receives the memorandum
b) Notes the project completion extension to 31 August 2026 for (i) Finance documents, and (ii) People and Wellbeing documents.

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3. Purpose

3.1. The purpose of this Memo is to update Council on the progress to date on the QMS Review Project, which aims to ensure that a robust set of fit-for-purpose policy documents required for operation as an independent ITP is in place for EIT by 30 June 2026.

4. Background

4.1. This review is 'full' in the sense that every QMS document needs to be reviewed, but not that every document necessarily needs to be edited/updated.

4.2. Many documents may simply need a once-over to remove references to NZIST roles, committees, documents, etc.

4.3. Other documents may need more detailed review, as they may (i) have been fully replaced or heavily influenced by NZIST documents/processes; or (ii) be many years overdue for review, having paused review activity over the NZIST period.

4.4. Recall that the following are out of scope, and will need attention in due course ('Phase 2' after 30 June 2026):

- QMS structure (in terms of ownership, document hierarchies/clusters, etc.)
- QMS digital platform and accessibility (which is included in the current System Function and Effectiveness discovery project

5. Progress to date

5.1. The table below indicates the number of documents in the various stages of the review process as at 17 June 2026.

5.2. With the exception of (i) Finance, and (ii) People & Wellbeing, all areas are on track to complete the review process by 30 June 2026.

5.3. In the case of Finance, the ELT has agreed to extend the review timeline to 31 August 2026 to allow the new CFO to oversee the review.

5.4. In the case of People & Wellbeing, the ELT has agreed to extend the review timeline to 31 August 2026 to allow the new interim People & Wellbeing Director to oversee the review of documents remaining in the process, noting that the majority of documents will be reviewed by 30 June 2026.

Area	**Total**	**With Reviewer**	**Review complete, with Owner**	**With Peer Reviewer**	**Awaiting publishing/archiving / Published / Archived**	**Not yet assigned for review**
Operations	66	58	1	4	1	2
Library	5	0	0	5	0	
People & Wellbeing	173	24	0	26	104	19
Academic & Quality	234	55	11	84	53	31
BRU	3	0	0	0	3	
Portfolio	22	22	0	0	0	
International	15	6	0	6	3	
Research	30	0	0	29	1	
Finance	54	54	0	0	0	
Totals	**602**	**219**	**12**	**154**	**165**	**52**