



MINUTES OF A MEETING OF THE LINCOLN UNIVERSITY COUNCIL

**Held on Tuesday 31 July 2018 at 8.30am
Council Room, George Forbes Building, Lincoln University**

Present: Mr S M Smith (Chancellor) for items 1 and 2, Mrs J E Fredric, Mr B D Gemmell for items 1 and 2, Sir G T Harrison, Mr A W Macfarlane, Professor J A McWha for items 1 and 2, Ms P M Morrison, Mrs P M Parata-Goodall, Mr J O Ranstead, and Dr C M S Smith.

In Attendance: Dr L Petelo (Chair, Academic Board), Mr P O'Callaghan (Chief Commercial Officer), Mr H Gant (Finance Director), and Mr A Carpinter (Secretary).

1. ***Karakia/Welcome/Apologies***

The meeting commenced with a karakia.

In Mr Morley's absence, Council members sent their condolences to him on the loss of his brother.

Council noted that Ms Philippa Jones would be leaving the University on 17 August and acknowledged her contribution as Chief Operating Officer.

Apologies for early departure were received from Mr Smith, Mr Gemmell and Professor McWha.

It was noted that Professor McKenzie and Dr Buwalda were not able to be in attendance.

2. ***Motion by the Chancellor for Resolution to Exclude the Public Pursuant to s48 of the Local Government Official Information and Meetings Act 1987:***

The Chancellor moved that the public be excluded from the following parts of the proceedings of this meeting, namely:

General subject matter	Reason for passing this resolution in relation to each matter	Grounds for the passing of this resolution
Chancellor's Report	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage To protect the privacy of natural persons	7(2)(h) 7(2)(j) 7(2)(a)

General subject matter	Reason for passing this resolution in relation to each matter	Grounds for the passing of this resolution
Reports from Council Committees	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Sport and Recreation Proposal	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Lincoln Hospitality Limited Proposal	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Vice-Chancellor's Report		
➤ Business Transformation Programme Indicative Business Case	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Draft 2019-2021 Investment Plan	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Resourcing for Strategy Projects	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Financial Report for the Year to Date 30 June 2018	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Universities' 2017 Results Analysis	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
➤ Open Day Report	To avoid prejudice or disadvantage to the commercial activities of the University	7(2)(h)
➤ Student Recruitment Update	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ LU-AgR Joint Facility: Report by the Senior Responsible Owner	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Research Performance	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Council and Committees Workplan	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)

The Chancellor also moved that: Dr L Petelo (Chair, Academic Board), Ms P Jones (Chief Operating Officer), Mr P O'Callaghan (Chief Commercial Officer), Professor G Edwards (Assistant Vice-Chancellor), Mr H Gant (Finance Director), Dr H Cochrane (Senior Responsible Owner), Mr T Hall (Chair, LHL), Mr P Cox (Assisting LHL), Ms T Zawodny (Planning Manager), and Mr A Carpinter (Secretary) be permitted to remain at this meeting after the public has been excluded, because of their knowledge of the various matters being discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their involvement in the development of reports to Council on these matters.

MOTION CARRIED

3. **Report from Public Excluded Session**

Mrs Fredric chaired the Council meeting when it resumed at 12.40pm.

General Subject Matter	Reason for passing this resolution in relation to each matter
Chancellor's Report	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Reports from Council Committees	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Sport and Recreation Proposal	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Lincoln Hospitality Limited Proposal	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the proposal summary for consultation purposes.
Vice-Chancellor's Report:	
➤ Business Transformation Programme Indicative Business Case	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Draft 2019-2021 Investment Plan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the Plan once finalised for submission to TEC and for public release after TEC approval, subject to the redaction of appended content as determined by the Chancellor.
➤ Resourcing for Strategy Projects	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Financial Report for the Year to Date 30 June 2018	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the University's summary financial position to 30 June 2018.
➤ Universities' 2017 Results Analysis	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Open Day Report	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Student Recruitment Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ LU-AgR Joint Facility: Report by the Senior Responsible Owner	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Research Performance	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Council and Committees Workplan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.

4. Disclosures of Interest

There were no disclosures of interest.

5. Confirmation of Minutes of Previous Meeting held on 26 June 2018

Council RESOLVED:

That the minutes of the meeting held on 26 June 2018 be taken as read and be approved.

*Moved: Sir G Harrison
Seconded: Mr Macfarlane
MOTION CARRIED*

6. Matters Arising from the Minutes

There were no matters arising raised.

7. Notice of Items of General Business

There were no items of general business notified.

8. Chancellor's Report

The report was NOTED. The Chancellor's major commitments since the Council meeting held on 26 June were listed.

The report acknowledged the success of the launch of the University's new brand in conjunction with the Open Day and the value of the input of staff in the Strategy/Brand/Values workshops held in late June and early July. The successful completion of the Grounded café project was also highlighted.

9. Vice-Chancellor's Report

9.1 Academic Board Update

The report was NOTED. It provided a summary of the Academic Board's meeting held on 4 July 2018. Approval was sought for the revised version of the Academic Board's Terms of Reference.

The following matters were highlighted:

- All of the University's round one academic proposals to the Committee on University Academic Programmes had been approved.
- The Board had approved the modification of one existing course, an updated Academic Programme Policy, a new General regulation and modifications to existing regulations.
- The current revision of the student Discipline regulations.
- The Designing Future Productive Landscape Initiative team had presented an outline of their Initiative and had been encouraged to interact with the Board's subcommittees as the Initiative evolves.

The proposed revision of the Board's Terms of Reference incorporated the status and role of the Student Experience Board.

Council RESOLVED:

1. That the Academic Board report be noted.
2. That Council **approve** the revised Academic Board Terms of Reference.

*Moved: Mrs Parata-Goodall
Seconded: Dr Smith
MOTION CARRIED*

9.2 *Health and Safety Report*

The report on Health, Safety and Compliance activities was NOTED.

There were no lost time injuries or notifiable events reported for June.

9.3 *Māori and Pasifika Update*

The report outlining activities and initiatives in the Māori and Pasifika space was NOTED.

10. *Report from Appointment and Remuneration Committee*

The report was NOTED. At Council's request, the existing members of the Committee had considered the composition of the Committee for the Vice-Chancellor recruitment process.

It was proposed that the membership of the Committee for the recruitment process be: Chancellor (Chair), Pro-Chancellor, Vice-Chancellor, Mrs Parata-Goodall and Dr Smith. This membership required the Terms of Reference to be varied to permit employees to serve on the Committee.

Council RESOLVED:

That, for the purpose of the Vice-Chancellor recruitment process, Council:

1. **Authorise** a temporary variation to the Terms of Reference of the Appointment and Remuneration Committee to remove the restriction on employees serving on the Committee.
2. **Appoint** as the Committee: Mr Smith (Convenor), Mr Gemmell, Professor McWha, Mrs Parata-Goodall and Dr Smith.

*Moved: Sir G Harrison
Seconded: Mr Macfarlane
MOTION CARRIED*

11. *LUSA President's Report*

The report was NOTED.

The following matters were highlighted:

- The strong uptake of the Forbes student space since its launch on 18 July.
- The feedback from students on the University's rebranding.
- The students' perspective on potential opportunities to leverage better student services.

12. *Closure and Next Meeting*

The meeting closed at **12.55pm**.

The next meeting is scheduled for **Tuesday, 21 August 2018** at Lincoln University. [The start time was subsequently set as 1.00pm and a special meeting was called for 14 August 2018.]

Signed: _____ (Convenor)

Date: _____

**ACTION SCHEDULE resulting from the Council meetings
AS AT 31 July 2018**

Action	Responsibility	Meeting/Item	Due
Draft brief Terms of Reference for Council itself, including the intended relationship between Council and the Academic Board and any other points of difference from the standard model.	Secretary	26 Jan 2016 Item 7	On hold
Consider the incorporation of resilience/wellbeing issues and initiatives as part of a standard reporting item to Council.	Vice-Chancellor/LUSA President/Secretary	26 Sep 2017 Item 8	Ongoing
Provide an update to Council on Health and Safety across the farms, in light of the concerns identified in the Ashley Dene review, and report to each meeting of the Council Farms Committee (CFC).	Chief Operating Officer	21 Nov 2017 Item 7.3	Ongoing
Confirm to academic staff that only digital teaching aids may be used.	Acting Vice-Chancellor	29 May 2018 Item 8.3	As soon as possible