



COUNCIL

**Minutes of the Council Meeting held on Monday, 5 May 2014
from 2.00 – 6.10 pm in the Council Chamber, Level 2, Hunter Building**

- PRESENT:**
- Mr Ian McKinnon (Chancellor)
 - Mr Graeme Mitchell (Pro Chancellor)
 - Professor Grant Guilford (Vice Chancellor)
 - Mr David Alsop
 - Ms Sonya Clark
 - Professor Charles Daugherty
 - Mr Charles Finny (until 2.45 pm)
 - Ms Victoria Heine
 - Professor Paul Morris
 - Mr Neil Paviour-Smith
 - Ms Brenda Pilott
 - Mr John Selby
 - Ms Helen Sutch
 - Mr Roger Taylor
 - Emeritus Professor Peter Walls
 - Ms Caroline Ward, Secretary to Council
- APOLOGY:**
- Mr Charles Finny (2.45 pm to 6.10 pm)
- IN ATTENDANCE:**
- Professor Penny Boumelha, Deputy Vice-Chancellor, Academic
 - Ms Jenny Bentley, Director Campus Services
 - Ms Jude Brown, Executive Officer to DVC Academic
 - Mr Martin Boswell, Senior Academic Quality Advisor
 - Ms Maria Cobden, Associate Director, Communications and Marketing
 - Ms Annemarie de Castro, Director Human Resources
 - Ms Leanne Ivil, Director Academic Office
 - Mr Simon Johnson, In-house Solicitor
 - Mr Wayne Morgan, Chief Financial Officer
 - Ms Yvonne Oldfield, Student Interest and Disputes
 - Professor Neil Quigley, Deputy Vice-Chancellor, Research
 - Professor Rob Rabel, PVC International
 - Ms Madeleine Setchell, Director, Communications and Marketing
 - Mr Andrew Simpson, Chief Operating Officer
 - Ms Pam Thorburn, Director, Student Academic Services
 - Professor Mike Wilson, PVC/Dean Science, Architecture & Design, Engineering

PART A

14.45 WELCOME / ACKNOWLEDGEMENTS

- Noted:**
- 1 that the Chancellor welcomed all present, with special mention that it was the new Vice-Chancellor’s first full Council meeting.
 - 2 that it was acknowledged that compiling of agenda papers for this Council meeting was particularly challenging in view of the tight time frame due to the impact of the Easter/Anzac statutory holidays. 2 items had been circulated in a separate binding due to their length.
 - 3 by the Chancellor
 - a that the Vice-Chancellor was concerned that the agenda papers had been compiled without being reviewed by him prior to their submission to the Secretary to Council. This was an evolving matter and discussion would take place with SLT and the Secretary to Council to streamline the process.
 - b that the Vice-Chancellor thanked the Chancellor and concurred with his thoughts. He advised of his parsimonious approach to documents – they will become briefer with an executive summary, key information, plus links to allow Council members to delve deeper if more information was required. On matters of statute he will impose on the senior leadership team to review and respond to statutory requirements and bring matters of interest to Council.
 - c that Ms Sutch, Chair of the Governance Committee, advised that a paper had been developed on Council’s information requirements, looking at both the amount of information and its focus.

Resolved: that the apology from Mr Charles Finny for absence from 2.45 pm be sustained.

**Carried
140035**

14.46 DISCLOSURES OF INTERESTS

Noted: that there were no disclosures of interests by members of Council, by way of a general notice under the Education Act 1989 Section 175 and the Local Authorities (Members Interests) Act 1968.

14.47 PARTS B AND D OF THE AGENDA

Noted: that Mr Alsop asked that Item 27, Academic Board Statute – Student Representation (VUWC 14/15) be moved to Part A.

14.48 REPORT FROM THE CHANCELLOR

Received: a report from the Chancellor for the period ending 5 May 2014 (document VUWC 14/29).

- Noted:**
- 1 that the Chancellor formally thanked Council members for their involvement in recent additional activities:
 - at Te Herenga Waka Marae for the welcome to Professor Grant Guilford and Pauline Kroef
 - at the Foundation Summer Drinks, thereby also acknowledging the value of the Foundation
 - at the Focus Groups for the first stage in the development of the next Strategic Plan
 - at the Strategic Plan Speakers’ Forum and the informal discussions following.
 - 2 that prior to the Workshop on 26 May a 45 minute training session on

- 3 electronic agendas and papers via iPads will be provided. The June meeting of Council will be the first meeting using the new approach.
- 3 that there are 6 Graduation Ceremonies taking place next week (2 each on 13, 14 and 15 May) and it is hoped that Council members can attend at least one Ceremony.

Resolved: that the contents of the Chancellor's Report be noted.

Finny/Sawicka
Carried
140036

14.49

REPORT FROM THE VICE-CHANCELLOR

Received: a report from the Vice-Chancellor (document VUWC 14/30) on:

- University Highlights for the period 1 March 2013 to 8 April 2014;
- the Vice-Chancellor's Engagements for the period 1 March 2013 to 8 April 2014.

Noted: 1 that the Chancellor thanked the Vice-Chancellor for his detailed report, highlighting:

- PhD student research around strengthening of weather forecasting systems in the Pacific
- new options for music study arising from the proposals announced by Massey and Victoria Universities
- the launch of the new BA Internship after its successful pilot
- pleasing results for Victoria in the recently released QS World University Rankings
- the launch of the new Maori at Victoria website for Maori students and staff
- that the VC's report as currently written was predominantly good news but it would also have value when recording "not just good news", all organisations having downsides and a governing body accepts that.

- 2 that the Vice-Chancellor thanked the Chancellor for his comments and advised that he had retained the previous style of reporting for this meeting in Part A, but had also asked for the opportunity to provide a further oral report in Part C.

The Vice-Chancellor commented further:

- that he was keen to seek the views and wisdom of Council on a large number of substantive matters
- that Part A of the Vice-Chancellor's report was currently drafted by Communications and provided predominantly good news for media; along with a listing of diary appointments. In future a different approach was proposed, providing a broader report on substantive matters with a strategic focus
- that VicNews would now be circulated to Council Members .

- 3 that the Chancellor confirmed Council's endorsement for the Vice-Chancellor's proposed new manner of reporting.

Resolved: that the contents of the Vice-Chancellor's report be noted.

Walls/Clark
Carried
140037

14.50 STUDENT CONDUCT STATUTE

Received: a memorandum and revised Student Conduct Statute from the Deputy Vice-Chancellor (Academic) dated 23 April 2014 (document VUWC 14/33)

Noted:

- 1 that the Chancellor sought confirmation that natural justice was preserved in the revisions to the Student Conduct Statute.
- 2 that Ms Oldfield, Student Interest and Disputes Manager, confirmed that the Statute had been reviewed by the University's In-House solicitor for legal safety and that it ensured the preservation of natural justice.

Resolved: that the revised Student Conduct Statute, to take effect from 1 March 2015, be approved.

Clark/Alsop
Carried
140038

14.51 PROPOSED AMALGAMATION OF THE SCHOOL OF EDUCATIONAL PSYCHOLOGY & PEDAGOGY AND THE SCHOOL OF EDUCATION POLICY & IMPLEMENTATION

Received: a memorandum from the Deputy Vice-Chancellor (Academic) dated 28 April 2014 regarding the proposed amalgamation of the School of Educational Psychology & Pedagogy and the School of Education Policy & Implementation (document VUWC 14/34).

Resolved:

- 1 that the amalgamation of the School of Educational Psychology & Pedagogy and the School of Education Policy & Implementation into one school be approved.
- 2 that Council approves the combined Schools being named "The School of Education".

Paviour-Smith/Alsop
Carried
140039

14.52 RESCINDMENT OF CERTIFICATE OF PROFICIENCY IN ENGLISH

Received: a memorandum from the Deputy Vice-Chancellor (Academic) dated 20 March 2014 regarding the rescindment of a Certificate of Proficiency in English (document VUWC 14/35).

Noted: that the student concerned was not aware that this qualification had been conferred (by error) in absentia on 24 February 2014.

Resolved: that Nguyen Huy Cong's Certificate of Proficiency in English, awarded on 24 February 2014, be rescinded.

Heine/Alsop
Carried
140040

14.53

CONSOLIDATED FINANCIAL RESULTS FOR FEBRUARY AND MARCH 2014

Received: 1 the consolidated financial report for February 2014 (document VUWC 14/31)
2 the consolidated financial report for March 2014 (*tabled*).

Noted: 1 by the Chancellor that Council have requested that reports be provided much closer to the date of the meeting, however due to the Easter/Anzac statutory holiday there was no opportunity for Finance Committee to review the March financials. As a result of this the March report was circulated by email to the Committee and there was agreement this report be tabled today.
2 by Mr Taylor, Finance Committee Chair that the key concern was the shortfall in full fee revenue and that this item would be covered further in Part C.
3 that the Chief Financial Officer spoke to the report highlighting the following:
- research revenues are \$2.8m favourable to budget due to the impact of the Ferrier and Robinson Institutes, as well as increased NZAid revenues generated through Victoria International
- in both cases above offsetting costs means there is a minimal impact on the overall surplus
- the financial impact of the reduced March Census EFTS has been reflected in year to date calculation of full fee revenue (\$1.2m less than budget YTD).
4 that Mr Jordan requested a forecast outcome for the year.
5 that a question was raised on the stellar EFTS performance in Law - the Chief Operating Officer agreed to find the answer and circulate to all members of Council.
6 that Mr Paviour-Smith asked the Vice-Chancellor what was being done to ensure the deficit in full fee revenue doesn't occur again and was he satisfied with what was being done to minimise this?
7 that the Vice-Chancellor responded confirming that a lot of work was underway on resolving these issues with emphasis on growing domestic and international markets using the "product, placement, promotion and price" approach.

Resolved: 1 **that the consolidated financial report for February 2014 be approved.**
2 **that the consolidated financial report for March 2014 be noted.**

Taylor/Sawicka
Carried
140041

14.54

ACADEMIC AUDIT SELF REVIEW PORTFOLIO

Received: a memorandum and Audit Self-Review Portfolio document from the Deputy Vice-Chancellor (Academic) dated 24 April 2014 (document VUWC 14/32).

Noted: 1 that the Chancellor thanked the Deputy Vice-Chancellor (Academic) and all involved for their work in what was a very important exercise for all Universities.
2 that the Deputy Vice-Chancellor (Academic) introduced the report commenting on the constraints and requirements relating to the size and construction of the portfolio, highlighting the requirement to respond to 40 good practice statements.

- 3 that some members of Council, namely the Chancellor, Vice-Chancellor
and Chair of the Finance Committee will be asked to participate in
interviews.
- 4 that Mr Alsop queried, on Page 8, headcount in the period 2008-2013. It
was explained that the methodology for counting staff has changed and
that the 2013 figures do not include the NZSM. It was agreed that a note
be added to explain this.
- 5 by Mr Alsop in relation to 1.6.11 that students find it difficult to raise
issues in an ad hoc manner and that a process for raising ad hoc concerns
needed to be considered.
- 6 that regarding 5.5.5 Mr Alsop was yet to hear of one student to whom this
process had occurred and this was endorsed by VUWSA President, Ms
Clark. It appeared that although the process was in place there was little
application.
- 7 by Ms Clark that 3.6.4 “grade characterisation” was also applied quite
inconsistently due to the delegation by Academic Office to Faculties.
Anecdotal reports suggest the message regarding this was not consistent
or clear.
- 8 that Emeritus Professor Walls suggested that the Self Review Portfolio be
included in the briefing for new members of Council.
- 9 that the Deputy Vice-Chancellor (Academic) accepted that there was an
issue in that in order to ensure consistency this would require constant
monitoring, however this was an area where improvement was being
worked on. She acknowledged that the main area of concern was
inconsistency of implementation and that this was a common challenge
10 for all Universities.
- that the Vice-Chancellor congratulated the team for their work on the
Portfolio, acknowledging Ms Ivil, Mr Boswell and Ms Brown.

- Noted:**
- 1 **that Council members are asked to advise the Deputy Vice-Chancellor
(Academic) on any matter in the portfolio.**
- 2 **that Council notes that some members will be asked to make
themselves available to speak with the Audit panel during its visit.**

14.55 **REPORT OF THE ACADEMIC BOARD**

Received: a memorandum from the Deputy Vice-Chancellor (Academic) dated 23
April 2014 providing a report on the Business of the Academic Board
(document VUWC 14/36).

- Noted:**
- 1 that the Chancellor thanked the Deputy Vice-Chancellor (Academic) and
Mr Boswell for an excellent report saying it was important in further
lifting the profile of this core activity.
- 2 that Statutes are documents approved by Council and they should
generally be included in Part A or C. When they are in B or D it is due to
the amendment being of a minor nature. As signalled by the Vice-
Chancellor, it is time to look at all of our statutes to see if they are really in
line with current requirements.

Resolved: **that the report from the Deputy Vice-Chancellor (Academic) be noted.**
Taylor/Heine
Carried
140042

14.56

BIANNUAL ACADEMIC OVERVIEW REPORTS FROM DEANS

Received: the Biannual Academic Overview reports from Deans for the Faculties of:

- Architecture and Deign
- Commerce
- Education
- Engineering
- Law
- Science
- Toihuarewa
- International
- Humanities and Social Sciences
- Faculty of Graduate Research

covering the period 1 July to 31 December 2013.

Noted:

- 1 by Ms Heine that she found the reports too granular making it difficult to get a clear picture. She suggested that they be condensed to a maximum of 2 pages per Faculty, identifying core propositions, with links to more information for those who wish to develop a deeper understanding.
- 2 that the Chancellor felt it would be helpful to have a set template used by all Faculties.
- 3 that the Vice-Chancellor supported this suggestion and confirmed that it would be included in the review of Council processes.

Resolved: **that the contents of the Biannual Academic Overview reports from Deans be noted.**

Selby/Morris
Carried
140043

14.57

REPORTS FROM COMMITTEE CHAIRS

Received: oral reports from Committee Chairs on items of significance.

Noted: by the Chair of the Governance Committee, Ms Sutch, that if legislation is passed to reduce the size of University Councils to 12 members, it will be quite a task to resolve final composition.

Resolved: **that the oral report from the Chair of the Governance Committee be noted.**

Mitchell/Alsop
Carried
140044

14.58

RESPONSE TO COUNCIL WORKSHOP – 24.03.14

Received: an Oral Report from the Chair and Facilitator on the Council Workshop held on 24.03.14 – *conversation and discussion with new Vice-Chancellor, Professor Grant Guilford, on early impressions, aspirations and suggestions.*

Noted:

- 1 by the Chancellor that the 24 March Workshop was somewhat overtaken by the Council Strategic Planning Workshop held on Friday, 2 May.
- 2 that the Vice-Chancellor thanked all for their contribution at the Workshop on 24 March, the five Focus Groups and Friday’s Strategic Planning Workshop with the Senior Leadership Team. Feeding into the Workshop held on Friday was an additional range of inputs, including strategic issues from the Senior Leadership Team, all Professors, CSU

Resolved: Directors and Heads of Schools.
that the oral report from the Chair and Facilitator on the Council Workshop held on 24.03.14 plus the comments regarding the Strategic Planning Workshop on 02.05.14 be noted.

**Walls/Victoria
Carried
140045**

14.59 FORTHCOMING EVENTS

Received: a memorandum from the Secretary to Council dated 28 April 2014 (document VUWC 14/38) listing events of significance for Council members during 2014.

Resolved: that the contents of the memorandum on forthcoming events for 2014 be noted.

**Clark/Alsop
Carried
140046**

14.60 ACADEMIC BOARD STATUTE – STUDENT REPRESENTATION

Received: a memorandum and revised Academic Board Statute – Student Representation from the Deputy Vice-Chancellor (Academic) dated 23 April 2014 (document VUWC 14/50).

Noted:

- 1 that this item was moved from Part B to Part A
- 2 that Ms Sutch asked for clarification to ensure that approval of the resolution would not imply Council's complete happiness with the report and that perhaps the approach was somewhat flawed.
- 3 that the Chancellor asked that Ms Sutch speak directly with the Vice-Chancellor as this matter was in his area of responsibility. Notwithstanding that it was agreed that the resolution be put.
- 4 that Mr Alsop raised an amendment "that this Council endorses and approves the entirety of the report". After discussion (and the agreement of Mr Alsop) the Chancellor did not accept the amendment but agreed once the Vice-Chancellor has considered its implications, it will be brought back.

Resolved: that the amendments to the Academic Board Statute – Student Representation – be approved.

**Alsop/Clark
Carried
140047**

14.61 RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

Received: a recommendation that certain items be taken with the public excluded (document VUWC 14/39).

Resolved: that the public be excluded from the meeting for the discussion of items 31-45 for the reasons and duration outlined in the recommendation, with the exception of such members of the Management Team as the Chancellor and the Vice-Chancellor may request to remain for the public excluded part of the agenda as they have knowledge relevant to particular issues to be discussed.

**McKinnon/Mitchell
Carried
140048**

PART B

14.62 COUNCIL MINUTES

Received: the Minutes of the Meeting held on 24 February 2014 with the public present (document VUWC 14/40).

Resolved: **that the Minutes of the Meeting of Council held on 24 February 2014 with the public present be approved.**

**Carried
140049**

14.63 SPECIAL COUNCIL MINUTES

Received: the Minutes of the Special Meeting of Council held on 24 March 2014 with the public present (document VUWC 14/41).

Resolved: **that the Minutes of the Special Meeting of Council held on 24 March 2014 with the public present be approved.**

**Carried
140050**

14.64 MINUTES OF THE ACADEMIC BOARD

Received: the Minutes of the Academic Board meeting held on 20 March 2014 with the public present (document VUWC 14/42).

Resolved: **that the Minutes of the Academic Board meeting held on 20 March with the public present be noted**

**Carried
140051**

14.65 MINUTES OF THE FINANCE COMMITTEE

Received: 1 the confirmed Minutes of a meeting of the Finance Committee held on 3 March 2014 with the public present (document VUWC 14/43).
2 the unconfirmed Minutes of a meeting of the Finance Committee held on 14 April 2014 with the public present (document VUWC 14/44).

Resolved: 1 **that the confirmed Minutes of a meeting of the Finance Committee held on 3 March 2014 with the public present be noted.**
2 **that the unconfirmed Minutes of the Finance Committee meeting held 14 April 2014 with the public present be noted.**

**Carried
140052**

14.66 MINUTES OF THE CAMPUS DEVELOPMENT COMMITTEE

Received: The unconfirmed Minutes of the Campus Development Committee held on 17 March 2014 with the public present (document VUWC 14/45).

Resolved: **that the unconfirmed Minutes of the Campus Development Committee held on 17 March 2014 with the public present be noted**

**Carried
140053**

14.67 MINUTES OF THE AUDIT AND RISK COMMITTEE

Received: the unconfirmed Minutes of the Audit and Risk Committee held on 17 March 2014 with the public present (document VUWC 14/46).

Resolved: that the unconfirmed Minutes of the Audit and Risk Committee meeting held on 17 March 2014 be noted.

Carried
140054

14.68 **MINUTES OF THE GOVERNANCE COMMITTEE**

Received: the confirmed Minutes of a meeting of the Governance Committee held on 10 February 2014 with the public present (document VUWC 14/47).

Resolved: that the unconfirmed Minutes of the meeting of the Governance Committee held on 10 February 2014 be noted.

Carried
140055

14.69 **TE AKA MATUA COMMITTEE MINUTES**

Received: The unconfirmed Minutes of the Te Aka Matua Committee meeting held on 31 March 2014 with the public present (document VUWC 14/48).

Resolved: that the unconfirmed Minutes of the Te Aka Matua Committee meeting held on 31 March 2014 with the public present be noted.

Carried
140056

14.70 **ACADEMIC QUALITY STATUTE**

Received: a memorandum and revised Academic Quality Statute from the Deputy Vice-Chancellor (Academic) dated 23 April 2014 on proposed amendments to the Academic Quality Statute (document VUWC 14/49).

Resolved: that the amendments to the Academic Quality Statute be approved.

Carried
140057

14.71 **UNIVERSITY COMMON SEAL**

Noted: a memorandum from the Secretary to Council dated 28 April 2014 regarding entries in the Seal Register (document VUWC 14/51) advising that there were no entries in the Seal Register for the period 18 February 2014 to 28 April 2014.

Resolved: that the memorandum from the Secretary to Council regarding entries in the Seal Register be noted.

Carried
140058

14.72

DEGREES TO BE GRANTED

Received:

the list of degrees, diplomas and certificates granted on 5 May 2014 (document VUWC 14/52).

Resolved:

that Council grants the degrees, diploma and certificates in this University on those persons listed in the document VUWC 14/52, and that their names be entered on the Roll of Graduates on 5 May 2014.

Carried

140059

14.73

FORTHCOMING MEETINGS

Noted:

that the next meeting of Council will be the Council Workshop to be held on 26 May 2014 at 2.00 pm at Rutherford House.