



## COUNCIL

**Minutes of the Council Meeting held on Monday, 23 February 2015  
from 1.30 pm to 5.10 pm in the Boardroom, Level 12, Rutherford House**

**PRESENT:**

Sir Neville Jordan (Chancellor)  
Emeritus Professor Peter Walls (Pro Chancellor)  
Professor Grant Guilford (Vice-Chancellor)  
Professor Charles Daugherty  
Mr Charles Finny  
Ms Victoria Heine  
Associate Professor Dolores Janiewski  
Mr Ian McKinnon  
Mr Graeme Mitchell  
Professor Paul Morris  
Dr Matthew Palmer QC  
Mr Neil Paviour-Smith  
Ms Brenda Pilott  
Dr Theresa Sawicka  
Mr John Selby  
Ms Helen Sutch  
Mr Roger Taylor  
Mr Rick Zwaan (VUWSA President)  
Ms Caroline Ward, Secretary to Council

**APOLOGY:**

Ms Stella Blake-Kelly (Student Representative)

**IN ATTENDANCE:**

Professor Frazer Allan, Deputy Vice-Chancellor (Engagement)  
Dr Leon Bakker, Director Planning & Management Information  
Ms Jenny Bentley, Director Campus Services  
Ms Annemarie de Castro, Director Human Resources  
Associate Professor Allison Kirkman Vice-Provost (Academic & Equity)  
Professor Kate McGrath, Vice-Provost (Research)  
Ms Leanne Ivil, Director, Academic Office  
Mr Simon Johnson, General Counsel  
Ms Maria Jones, Associate Director, Communications and Marketing  
Ms Kerri Kilner, Acting Executive Assistant to DVC Engagement  
Professor Emeritus Barrie Macdonald, Interim Provost  
Mr Wayne Morgan, Chief Financial Officer  
Ms Shelagh Murray, Executive Director, VUW Foundation  
Ms Madeleine Setchell, Director, Communications and Marketing  
Mr Andrew Simpson, Chief Operating Officer  
Ms Pam Thorburn, Director, Student Academic Services  
Mr Russell Third, Risk and Audit Manager

**PART A**

**15.1 WELCOME / ACKNOWLEDGEMENTS**

- Noted:**
- 1 that the Chancellor, Sir Neville Jordan, welcomed all present including Council Members, Senior Leadership team members and other staff.
  - 2 that he especially acknowledged the new members of Council in attendance; Dr Matthew Palmer QC and Mr Rick Zwaan. He also made special mention of the new Pro-Chancellor; Emeritus Professor Peter Walls.
  - 3 that an apology from Ms Stella Blake-Kelly (the elected Student Representative) was recorded.

**Resolved:** that the apology be sustained.

Sawicka/Daugherty  
Carried  
150001

**15.2 STATEMENT FROM THE CHANCELLOR**

- Noted:**
- 1 that the Chancellor acknowledged the Maori iwi of this region – Te Atiawa and Ngāti Poneke. It was critical that the University ensure that Maori students can take their place at this Institution.
  - 2 that it was important this year to make ‘the boat go faster’ and respond to the rapidly changing tertiary education environment .
  - 3 that it was proposed that Council meetings take place every month starting at 1.30 pm preceded by a light lunch at 1.00 pm. The alternative month dates are currently held for Workshops and topics already provided will be worked into agendas throughout the year.
  - 4 that there will be a concentration on the way we communicate, minutes from Committees will be ‘aired’ and discussed.
  - 5 that reporting will be refined to ensure only items of substance are brought before Council.
  - 6 that Mr McKinnon thanked the Chancellor and Council for the splendid occasion acknowledging his contribution as Pro-Chancellor and Chancellor over a ten year period.
  - 7 that Mr McKinnon asked that Council move a resolution to record its congratulations on the award of a Knighthood to Neville Jordan in the New Year Honours.

**Resolved:** 1 that the Chancellor’s statement be noted.

Jordan/Walls  
Carried  
1500002

2 that Council record its congratulations to Neville Jordan on his award of a Knighthood in the New Year Honours.

McKinnon/Walls  
Carried  
150003

**15.3 OBITUARIES**

- Noted:**
- 1 that the passing of Sir Ivor Richardson, a former Dean of Law who subsequently had a distinguished career in private practice, be recorded.
  - 2 that the passing of Sir Ian Athfield, who made a considerable contribution to this University, be recorded.

## 15.4 DISCLOSURES OF INTERESTS

**Noted:** that the following disclosures of interest by a member of Council, by way of a general notice under the Education Act 1989 Section 175 and the Local Authorities (Members Interests) Act 1968 were made:

- Mr Graeme Mitchell is now a Director of Lifetime Income Ltd
- Ms Brenda Pilott is now employed by IRD on a 12 month contract.
- Emeritus Professor Peter Walls is no longer on the Board of Chamber Music New Zealand as he was recently appointed Chief Executive.

that full disclosures for new Council Members Ms Stella Blake Kelly, Dr Matthew Palmer QC and Mr Rick Zwaan had been received and recorded in the Interests Register.

## 15.5 PARTS B AND D OF THE AGENDA

**Noted:** that there was one request to highlight that the Minutes from the meeting held on 1 December 2014 recorded that Council would consider points raised in the Performance Review of Council. It was agreed that this item be included on the Agenda for the 30 March Council meeting.

## 15.6 REPORT FROM THE CHANCELLOR

**Received:** an oral report from new Chancellor, Sir Neville Jordan.

- Noted:**
- 1 that the Council expects greater performance and success from this institution and therefore we must all look at ourselves and prepare thoroughly for our duty of care. To underpin this a Council Membership of the Institute of Directors has been obtained to assist in providing ongoing and high priority development of Governance skills. All members will be signed on and professional development fees covered.
  - 2 that the IoD will be asked to provide a tailored one day course (2 date options) on Governance for non-profit organisations.
  - 3 that the need for self-review was important and should be taken seriously (see 15.5).
  - 4 that there would be an increased focus on Maori and the Chancellor will Chair the Te Aka Matua Committee. A holistic approach incorporating the Treaty of Waitangi obligations was essential as well as providing support for Primary Strategy 4.
  - 5 that the Chancellor and Vice-Chancellor provided a brief update on the recent Chancellors' and Vice-Chancellors' meeting.
  - 6 that the Distinguished Alumni Awards finalists had been confirmed by the selection panel and offers will be made over the next fortnight. The event is on 17 June.

**Resolved:** that the Chancellor's Report be noted.

Walls/Sawicka  
Carried  
150004

**15.7 REPORT FROM THE VICE-CHANCELLOR**

**Received:** a report from the Vice-Chancellor covering the period since the last meeting of Council on 1 December 2014 (document VUWC 15/1).

**Noted:**

- 1 that the report was taken as read.
- 2 that Council members observed that most of the report had already been received now that VicNews was circulated each week.
- 3 that a question was asked regarding the Cycle 5 Academic Audit which received 12 commendations and 7 affirmations – had there been recommendations on areas for improvement?

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

**Morris/Pilott  
Carried  
150005**

**15.8 COUNCIL MEMBERSHIP  
CO-OPTION OF MR RICK ZWAAN**

**Received:** a memorandum from the Chancellor dated 17 February 2015 (document VUWC 15/2).

**Resolved:** that Rick Zwaan be co-opted to the Council for a one year term of office commencing 1 January 2015 and ending on 31 December 2015.

**Walls/Pilott  
Carried  
150006**

**15.9 COUNCIL COMMITTEES - 2015**

**Received:** a memorandum from the Chancellor dated 17 February 2015 on the proposed Committee Structure for 2015 (document VUWC 15/3).

**Noted:**

- 1 that an additional resolution was requested asking that the Terms of Reference for all Committees be reviewed.
- 2 that the purpose of the new Quality & Equity Committee was discussed, its primary aim being to strengthen the 'Academic voice'.
- 3 that the Terms of Reference for the Human Resources Committee need to be very clear to ensure that it was a Governance Committee with the primary role of reviewing the Vice-Chancellor's performance.
- 4 that the name 'Honours and Naming Committee' was discussed and the proposal of 'Victoria Honours Committee' was accepted.

**Resolved:**

- 1 that the recommendations regarding Committee Membership and Convenors for 2015 be approved.
- 2 that the Campus Development Committee be renamed the Capital Expenditure Committee.
- 3 that the Honorary Degrees and Hunter Fellowships Committee be renamed the Victoria Honours Committee
- 4 that the Vice-Chancellor's Performance Review Committee be renamed the Human Resources Committee
- 5 that a new Committee – 'Quality and Equity' be convened and that Terms of Reference be developed for Council approval.
- 6 that all Committee Terms of Reference be reviewed.

**Morris/Palmer  
Carried  
150007**

**15.10 REPORT OF THE ACADEMIC BOARD AND 2014 CUAP APPROVALS SUMMARY**

**Received:** a memorandum from the Secretary to the Academic Board dated 9 February 2015 providing a report on the Business of the Academic Board and the 2015 CUAP approvals summary (document VUWC 15/4).

**Noted:** that Associate Professor Allison Kirkman, the new Vice-Provost, Academic & Equity spoke to the report.

**Resolved:** that the report on the Business of the Academic Board and the 2014 CUAP approvals summary be noted.

Daugherty/Sawicka  
Carried  
150008

**15.11 PROGRESS REPORT ON 2015 ADMISSIONS**

**Received:** a tabled memorandum from the Chief Operating Officer dated 23 February 2015 providing a Progress Report on 2015 Admissions (document VUWC 15/5).

**Noted:** that the issue of a significant number of secondary school students (across the sector 4,500/Victoria 305 students) not having the correct credits for University Entrance was discussed. The University enrolments team was working closely with affected students to bring them to the required level and an NZQA enquiry was underway.

**Resolved:** that the report from the Chief Operating Officer on 2015 Admissions be noted.

Selby/Paviour-Smith  
Carried  
150009

**15.12 INTRODUCTION: PROFESSOR FRAZER ALLEN – DEPUTY VICE-CHANCELLOR ENGAGEMENT**

**Received:** an introduction by the Vice-Chancellor of recently appointed Deputy Vice-Chancellor - Professor Frazer Allan

**Noted:**

- 1 that Professor Allan provided a brief overview on his areas of responsibility.
- 2 that the Vice-Chancellor took the opportunity to introduce other new members of the Senior Leadership Team also in attendance:
  - Professor Kate McGrath - Vice-Provost Research
  - Professor Emeritus Barrie MacDonald - Interim Provost
  - Associate Professor Allison Kirkman - Deputy Vice Chancellor, Academic & Equity.

**Resolved:** that the overview from Professor Allan and the introduction of other new members of the Senior Leadership Team be noted.

Mitchell/Zwaan  
Carried  
150010

**15.13 FORTHCOMING EVENTS FOR 2015**

**Received:** a memorandum from the Secretary to Council dated 17 February 2015 (document VUWC 154/6) listing events of significance for Council members during 2015.

**Resolved:** that the memorandum from the Secretary to Council on Forthcoming Events for 2015 be noted.

Walls/Heine  
Carried  
150011

**15.14 REPORTS FROM COMMITTEE CHAIRS**

**Noted:** that as there have been no Committee meetings since the last Council meeting on 1 December 2014 there were no reports from Committee Chairs.

**15.15 ANY OTHER BUSINESS**

**Noted:** that the inclusion of a report on Health & Safety was critical in order to meet statutory requirements.

**15.16 RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC**

**Received:** a recommendation that certain items be taken with the public excluded (document VUWC 15/7).

**Resolved:** that the public be excluded from the meeting for the discussion of items 23-37 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.

Jordan/Sawicka  
Carried  
150012

**PART B**

**15.17 MINUTES OF THE COUNCIL MEETING HELD ON 1 DECEMBER 2014**

**Received:** the Minutes of the Meeting of Council held 1 December 2014 with the public present (document VUWC 15/8)

**Resolved:** that the Minutes of the Meeting of Council held on 1 December 2014 with the public present be approved.

Selby/Taylor  
Carried  
150013

**15.18 APPEAL COMMITTEE HEARINGS**

Received: a report from the Vice-Provost (Academic & Equity) dated 12 February 2015 on Appeal Committee Hearings during 2014 (document VUWC 15/9).

Resolved: **that the report from the Vice-Provost (Academic & Equity) on Appeal Committee Hearings during 2014 be noted.**

**Daugherty/Palmer  
Carried  
150014**

**15.19 2015 NEW YEAR'S HONOURS**

Received: the list of graduates, friends and associates of the University who received awards in the 2015 New Year's Honours (document VUWC 15/10).

Resolved: **that Council conveys its congratulations to all Victoria University of Wellington graduates, friends and associates honoured in the 2015 New Year's Honours, with particular mention to Chancellor, Sir Neville Jordan KNZM (see item 15.2).**

**Walls/Taylor  
Carried  
150015**

**15.20 UNIVERSITY COMMON SEAL**

Received: a memorandum from the Secretary to Council dated 17 February 2015 advising that there were no entries in the Seal Register for the period 26 November 2014 to 17 February 2015 (document VUWC 15/11).

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

**Jordan/Taylor  
Carried  
150016**

**15.21 DEGREES TO BE GRANTED**

Received: the list of degrees, diplomas and certificates granted on 23 February 2015 (document VUWC 15/10).

Resolved: **that Council grants the degrees, diploma and certificates in this University on those persons listed in the document VUWC 15/10, and that their names be entered on the Roll of Graduates on 23 February 2015.**

**Jordan/Walls  
Carried  
150017**

**15.22 FORTHCOMING MEETINGS**

Noted: that the next meeting of Council will take place on Monday, 30 March 2015 at 1.30 pm at Te Herenga Waka Marae, Kelburn Campus.