9.3	Financial Forecast	To enable the University to carry out, without prejudice or disadvantage, commercial activities. To enable the University to carry out, without prejudice or disadvantage, commercial activities.	7(h)
10.0	General Business	To enable the free and frank expression of opinions by or between or to members or officers or employees of the University.	7(f)(i)

I also move that staff identified by the Chancellor and ViceChancellor as having knowledge relevant to particular matters to be discussed be permitted to remain at this meeting. This knowledge will be of assistance in relation to the matters discussed, and BT /9(p)-30.000

Name (Council members)	Date notified	Person and/or organisation with interest	Nature of interest
Sue McCORMACK (Chancellor)	2020	Canterbury Earthquakes Insurance Tribunal	

	2017	Ravenscar Trust	Chairman
	2017	RHOAD Limited	Director
	2017	St Barnabas Fendalton Parish	Vestry Member, Synod Rep
	2017	St Barnabas Fendalton Trust	Chairman
	2017	Sons, Christopher and David Wakefield	Students at UC
	2017	Steve Wakefield Services Limited	Director, Shareholder
	2017	Syft Limited	Shareholder
	2018	The Taurus Trust	Trustee
	2017	Townsend Fields Limited	Managing Director
	2018	University of Canterbury	Post Graduate Student
	2017	Wakefield Holdings Limited	Director
Peter BALLANTYNE	2013	Canterbury District Health Board subcommittees	Member Quality, Finance, A&R
	2019	Canterbury Scientific Limited	Shareholder via Hawkins Family Trust
	2012	Deloitte	Consultant
Liz BOND	2019	Tertiary Education Union	Member
	2019	University of Canterbury	Employee

[redacted]

	2019	New Zealand Lotteries Commission	Commissioner, Chair Audit Risk Committee
	2019	Nexia Christchurch Ltd	Consultant
	2019	Quayside Holdings Ltd	Director
	2019	Quayside Properties Ltd	Director
	2019	Quayside Securities Ltd	Director

COUNCIL

Te Kaunihera o Te Whare Wānanga o Waitaha

Minutes

Date	**Wednesday 29 July 2020**
Time	4.00 pm
Venue	Council Chamber, Level 6 Matariki
Present	Ms Sue McCormack (Chancellor), Professor Cheryl de la Rey (Vice-Chancellor), Mr Steve Wakefield (Pro-Chancellor), Mr Peter Ballantyne, Ms Liz Bond, Professor Roger Nokes, Mr Warren Poh, Ms Gillian Simpson, Mr Shayne Te Aika. Via video link: Ms Rachael Evans, Ms Tori McNoe
Apologies	Ms Keiran Horne
In Attendance	Mr Paul O'Flaherty, Acting University Registrar and Council Secretary Professor Ian Wright, Deputy Vice-Chancellor (Research) Professor Catherine Moran, Deputy Vice-Chancellor (Academic) Mr Keith Longden, Executive Director, Planning, Finance and IT Mrs Raewyn Crowther, University Council Coordinator

The meeting was opened with a karakia timatanga.

REGISTER OF INTEREST	Corrections and updates were to be supplied to the Registrar.
CONFLICTS OF INTEREST	There were no conflicts advised for the public section of the meeting.
MINUTES	The minutes of the meeting held on 24 June 2020 were approved and signed as a correct record.
MATTERS ARISING	There were no matters arising.
FROM THE CHANCELLOR	**Chancellorôs Meetings** The list o$ M ҭ scellor'ó] eū

- TEC would be partnering with UC on how to improve student engagement and performance, especially where there were equity gaps.

People:

- An email etiquette guideline was developed to promote wellbeing.
- The Flexible Working Policy had been revised to enable working from home.

Internationalisation:

- Money announced by the Minister for international education would not be accessible by universities.
- There had been confirmation that no international students would be entering New Zealand in 2020. This would financially impact the university and reducing the forecast deficit was a focus.
- Innovative solutions in student enrolment included online offerings and the ability for international students to commence courses online.

Events:

- The VC had continued to meet with city leaders.
- The situation in relation to the Memorandum of Understanding with Hubei University had led to a change in the process for the signing of such MOUs (institution to institution).

In discussion it was further noted:

The 17 stories of UC alumni from nine local low-decile schools would be made available to Council members.

Children's University had gone well during the lockdown and was now active again within schools.

Messaging around the use of drugs and alcohol and appropriate behaviour was being increased, and intensified messaging around colds and flu was planned in August.

Academic staff were to be reminded of power and control issues with an Equity Review and Discipline Policy review underway.

Projections had shown that 2024 would see an increase in school leavers and growth in Māori, Pasifika and immigrant enrolments with a higher proportion of first generation students. A Success Academy was being developed to enable their success.

No research had been undertaken under the MOU with Hubei though senior leaders had visited each institution. New Zealand universities were now in discussion to identify research being undertaken, to protect New Zealand's interests.

Moved

<u>That</u>: Council note the Vice-Chancellor's Monthly Report.

Carried

FROM THE ACADEMIC BOARD

Professor Mathew Turnbull, Head of Biological Sciences and Deputy Chair of the Academic Board presented the paper, noting that the Academic Board report included a number of new qualifications for submitting to CUAP.

He noted that:

There was a general feeling of satisfaction with the first semester, given the circumstances.

The new degrees included:

- Bachelor of Environmental Science with Honours - new to New Zealand and cross-discipline
- Bachelor of Data Science – distinctive nationally and provided potential career paths to inspire students to enrol.
- Diploma in Advancing University Studies was aimed at international students whose previous study did not meet level 7 on the NZ Qualifications Framework.

Expense allocation had been vigorously debated with the Academic Board accepting that this was already happening.

In discussion, the title of the Professional Master of Computer Science degree was questioned as this implied registration with a professional organisation would be required, yet no such body existed. It was intended to raise this matter at CUAP with a view to having a sector-wide revision of the use of this term. UC currently had four degrees with Professional in the title, two of which had the ability for registration with a professional body. An alternative title for this degree would be M

NEXT MEETING The next meeting was scheduled for 4.00pm on Wednesday 26 August 2020.

The meeting was closed with a karakia whakamutunga.

SIGNED AS A CORRECT RECORD: _____

DATE: _____

Memorandum

Email: chancellor@canterbury.ac.nz

To:	Council Members
From:	Sue McCormack, Chancellor
Date:	19 August 2020
Subject:	

I outline for you the key events I have attended on behalf of UC since the last Council meeting. Items marked with an asterisk indicate events at which I gave a speech. Those speeches can be found on the Council Sharepoint site.

Met with VC and Chairs for ARC/FPRC agenda planning
Met with new General Counsel/Registrar
Attended Canterbury Museum Trust Board meeting
Several meetings with the Vice-Chancellor
Met with Council members Rachael Evans and Roger Nokes re formation of Council Sub-comm/TT0 14 rebs om

Memorandum

Vice-Chancellor's Office
Email: adela.kardos@canterbury.ac.nz

To:	Council Members
From:	Adela Kardos, Pouroki | General Counsel/Registrar
Date:	19 August2020
Subject:	STUDENT REPRESENTATIVE ON COUNCIL

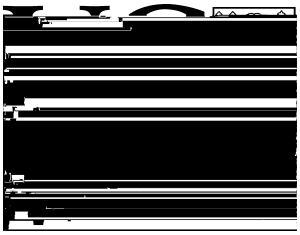
Kia Ora Adela,

As the Returning officer for the 2021 UCSA elections, it is my pleasure to advise the University Council that the elections for the 2021 UCSA Executive were conducted in a fair and transparent manner, and in accordance with the UCSA Constitution.

The Elections were held for all UC Students with the UCSA receiving 5,499 votes, which is 35.13% of the student body.

The 2021 Student Representatives are:

President	Kim Fowler



Vice Chancellor ’s Report to Council

August 2020

Summary

The excitement of the return to Campus life at the start of Semester 2 has been dampened by the sudden return to risk level 2. Nonetheless, Canterbury remains in a relatively fortunate position and the announcement on Friday 14 August that level 2 will continue was welcomed. At the time of writing this report, we are ensuring that we have plans in place in the case of changes to further risk levels.

The experience of the previous lockdown and lessons derived from that experience are proving helpful in our responses and contingency planning. UC is in the final week of the third quarter of the academic year. All lectures are online with labs and some small specialist classes continuing in person with physical distancing. Campus-based tests are proceeding with physical distancing, libraries and common spaces remain open with physical distancing arro04 Tw -37.43(t c)6 (lat 1 Tf [(b)-4 (g

CNZ. The agreement marks an important milestone in the Business School's engagement with CNZ to support its regional economic development strategy. In return for CNZ funding ($150,000 per annum for three years), the UC Centre for Entrepreneurship (UCE) will identify support and accelerate the growth of Christchurch's most ambitious start-ups and scale-ups, particularly those working in the sectors identified under CNZ's supernode strategy. The UCE ThincLab incubator programme will lead these initiatives, in collaboration with its partners in the regional ecosystem

online. With the announcement coming in the fifth week of a six week term, a number of tests were scheduled during this time; however, these are being conducted as planned with greater spacing across rooms and protocols for remote invigilation, meaning ‘at risk’ students are still able to complete their work. It is great testament to the preparedness of our staff and students that we could respond so quickly.

UC is in the midst of a major survey period, in which all students have been invited to share their feedback via surveys. As well as exploring the quality of teaching and supervision across all levels of the University, these surveys invite students to share their views on the services on offer across UC, their wellbeing and their campus experience. These are our primary sources of student feedback for the year and provide important information that enables stakeholders across campus to provide better services for our students. All staff are able to access these data through a series of interactive dashboards, which will be updated with 2020 data by the end of next month.

Analytics for Course Engagement (ACE) restarted at the beginning of Week 2 of Semester 2. By taking a proactive approach early in Semester 2, we were able to communicate with students prior to the final date for adding or withdrawing from courses to ensure they were on track to succeed in their studies. To date, the ACE system has identified around 1,300 students who needed additional support in Semester 2, the large majority of whom have re-engaged with their online study materials after contact from various ACE responders. The ACE team is working closely with the halls of residence and is now bringing them into the ACE ww with t of
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(https://www.tvnz.co.nz/one-news/new-zealand/combining-indigenous-western-scientific-knowledge-pathway-greater-understanding-study) and Māori TV.

Dr Daniela Liggett from Gateway Antarctica gave an international keynote talk entitled "Small glimmers of hope amidst the turmoil of a pandemic? The implications of COVID-19 for Antarctic research and governance" at the Science Council of the Scientific Committee for Antarctic Research meeting on Wednesday 5 August. For more information, go to https://www.scar2020.org/plenaryevents

The College of Engineering recently hosted key staff from all of New Zealand's defence forces. They are interested in training and research with us, and met with staff in the Wireless Research Centre and the HITLab. Of particular interest was the link between their research into how learning works in simulated environments and UC's current investigations of remote laboratory teaching options.

Professor Stephen Todd has been invited to attend the annual general meeting of the Legal Research Foundation in Auckland for the announcement of the Foundation's 2020 writing awards. Professor Todd's 2019 publication Todd on Torts (8th ed) has been shortlisted for the best book award and his article "Common Law Protection for Injury to a Person's Reproductive Autonomy" (2019) 135 Law Quarterly Review 635 for the best article award.

Professor Phil (ro6

students, and then in year two of ENG ME!, when previous mentors were in their third year, they supported new mentors in year two, who mentored the new first years. Eventually the system becomes self-supporting although academic staff provide oversight. Some time ago the School of

location. The film depicted the life of Madame Curie with flash

We are forecasting for a surplus in line with budget for the full year of $3.8 million. Expected reductions in revenue from international tuition fees, domestic tuition fees and SAC, the Performance Based Research Fund and research income along with forecast increases in expenses related to depreciation expenditure are largely offset by improved interest revenue and forecast reductions in personnel and operating expenses.

Capital expenditure is $13.270 million below budget. Most projects are under budget but expenditure related to the UC futures projects is ($8.548 million) over the year to date budget of $0.804 million, largely as a result of the $9.184 million Rehua final payment in March that was not considered in the budget. The remaining capital spend (excluding UC Futures) is favourable by $21.818 million, against a year to date budget of $66.475 million. Unsurprisingly, the COVID-19 lockdown significantly curtailed capital expenditure, but it is now returning to normal levels.

The July 2020 cash position of $249.275 million is higher than budget by $25.699 million. The higher than expected opening cash balance and lower capital spend has been partially offset by less cash from operating activities (largely due to less income).

For further details, please refer to the latest monthly financial report.

	EFTS			
	Full Year Enrolled			
	Actual	Actual	Forecast (as at July)	Budget
	2018	2019	2020	2020
Domestic 1st year	3,662	3,767		
Returning	8,704	9,255		
Total	12,366	13,022	13,624	13,735
Full Fee 1st year	922	952		
Returning	781	918		
Total	1,704	1,869	1,645	2,015
	-	-	-	
Total	14,069	14,891	15,269	15,749

Notes:
Budget and Forecast are not calculated down to year at UC
Enrolment data are based on the same date across years. e.g. 6 Jan 2019 vs 6 Jan 2020.
Applications to enrol (ATE) data are now reported for the same date across years. e.g. 6 Jan 2019 vs 6 Jan 2020.
ATE data are based on student headcount and on the student's citizenship status rather than fee type.
Enrolments data are based on EFTS and the students fee type (Domestic or International).
'International' refers to the student's New Zealand citizen or residency status rather than their fee paying status. Most International students will pay International fees but PhD students generally pay domestic fees.

Environmentally Sustainable

The Sustainability Programme Board, chaired by Prof Jan Evans-Freeman, had its first meeting on 7 August. Membership spans Facilities Management, the Sustainability Office, People and Culture, all the colleges and Research & Innovation (R&I). Topics included looking at sustainability priorities in the Major Investment Plan and developing a visible and virtual platform at UC for disseminating sustainability-related activities in teaching, research and campus management and development. This Board will also receive updates on the submission to the Times Higher Education Impact rankings, which is being run out of R&I.

We ran our Transport Survey for the first time since 2016 during July. More than 2,000 staff and students responded and the data are being analysed. Also being processed are data from the twice yearly bike stand use count, which is undertaken for resource consenting purposes.

The Sustainability Office, together with academic staff from Biology and Natural Resources Engineering, is planning a significant sediment removal from the Engineering Pool (which is between E8/E9 and the new Beatrice Tinsley building).

The Sustainable Development Goals Summit is being held in Christchurch next year. A national stakeholder group has been established, as well as a local working group, which has a event manager and a part-time communications assistant. Associate Prof Te Maire Tau, Director of the Ngai Tahu Research Centre, has indicated support and has ideas that will be woven into summit

The reconstituted Health and Safety Team is working on interim objectives aimed at connecting better with UC leadership and the health and safety resources within Colleges and Service Units.

Two major pieces of work underway are:

- Initiating a UC-wide hazardous substance inventory system
- Replacing the current health and safety software system

2. Resignation of Health and Se ant-3.9 yoManag er

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Risk Type	Critical Risk	Locations (higher risk)	Controls
Hazardous Substances	Harm to persons and /or environment as a result of unintended contact with, or release of hazardous substance	Laboratories and Workshops, College of Engineering, College of Science, School of Fine Arts, School of Education. Hazardous Substance storage locations Facilities maintenance workshops and storage locations	Safety Culture Training and Supervision Competency Management Compliance Management Safe Operating Procedures Safe Methods of Use Policies, Protocols, Procedures, Manuals Location Certificates Certified Handlers Controlled Access Risk Assessment and Control External and Internal Audits and Assessments Environmental Monitoring Health Monitoring
Biological	Harm to persons and/or environment, occurring as a result of unintended contact with, or release of, a biological agent (including animals, zoonotic diseases)	Laboratories, SBS, Engineering, Health Sciences, and Psychology. Field work Greenhouses, Garden maintenance.	
Field Activities	Harm to persons and/or environment, occurring as a result of an uncontrolled event during a field activity in an uncontrolled environment	Field stations and surrounding environs Mountains, high country, forests, farmlands, rivers, harbours, estuaries, open water, factories	Field Activity Planning and Risk Assessment

Risk Type	Critical Risk	Locations (higher risk)	Controls
	laser) causing injury or death		Safe Operating Procedures Safe Methods of Use Policies, Protocols, Procedures, Manuals Location Certificates Certified Handlers

Risk Type	Critical Risk	Locations (higher risk)	Controls
	Unwanted ignition of materials	Construction sites, maintenance locations on campus on any building. Workshops Older buildings on campus	oainten BT Tc 01204 Tw 11.04 05.233 Q
	Exposure to asbestos, silica, dusts		

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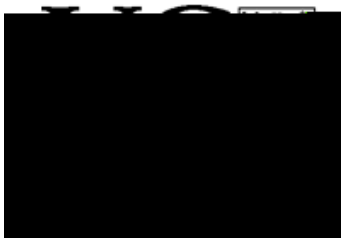
The Health Safety and Wellbeing team's role within this context is to provide support by way of advice, to assist in setting objectives and monitor performance, and to run UC-wide functions

7. UC Statistics

Lagging Performance Indicator Statistics 1 May – 31 July, 2020

Memorandum | Pukapuka



To:	Ki:	Council
From:	1 —	Kiri Hill -Dunne
CC:		3 D X O 2 ¶) Ad a Kaudw \
Date:	5 —	18 August 2020
Subject:	Kaupapa:	Revised 2020 Internal Audit Programme

Purpose: Aronga:

Recommendation:

That Council approve the revised internal audit programme for 2020.

Purpose:

To propose a revised 2020 programme of internal audit delivery.

Executive Summary:

Seven internal audit reviews for 2020 were agreed at the October 2019 performance meetings. The allocation of providers for these reviews was proposed earlier this year following the appointment of two internal audit providers from the All-of-Government (AoG) panel, EY and Grant Thornton (GT), W R U H S O D F H 8 & ¶ V R X W L G H U , R L F H W D W H P H Q W R Q R S H U D W L R Q D O F R V W V (F Y W V H U D L Q panellist, was to deliver five of the seven audits, and GT, as the supporting panellist, was to deliver the remaining two. Each provider ranked the seven audits in order of preference according to their skill sets and experience.

Following the Covid-19 lockdown from March – May this year, UC commissioned a review of the QA Internal Controls at Alert Level 3 and 4 from EY which is now underway.

At its meeting in June this year, the Risk Advisory Committee (RAC) reduced the internal audit plan for the remainder of the year to three areas, in addition to the QA Internal Controls at Alert Level 3 and 4 audit from EY. At their most recent meetings in August this year, the RAC and Audit and Risk Committee (ARC) considered and recommended for approval the three audits proposed for delivery.

Key Points/Strategic fit:

The internal audit review process is an essential activity that provides management and governance with an independent view of the efficacy of UC processes and procedures.

Due to the truncated time now available for delivery of the internal audit programme for 2020 and mindful of post-Covid cost constraints, it is proposed to reduce the audits for 2020 from seven to three, in addition to the QA Internal Controls at Alert Level 3 and 4 from EY which is already underway. The proposed audits for 2020 are as follows, with choice of providers, delivery scope and schedule to be finalised (pending approval):

Internal audits proposed in October 2019 for 2020	Revised internal audit programme for 2020	Internal audit provider from the AoG panel
Cyber Security		
Health and Safety Framework		
Information and Data Management	Information and Data Management	EY (ranked this audit 7th) or GT (ranked this audit 6th)
	QA Internal Controls at Alert Level 3 and 4	EY (Consultancy Services Order (CSO) signed 7.7.2020 with estimated start and end dates of 10 21 August 2020)
'y	Student Services Levy	

Memorandum

University of Canterbury Trust Funds Reconciliation to UC reported results	31-Dec-19 $000's UC Trust Funds	31-Dec-19 $000's Independent Trust Funds	31-Dec- $000's University Restricted Actual

University of Canterbury Trust Funds

Consolidated Statement of Comprehensive Revenue and Expense

For the Year Ended 31 December 2019	NOTE	31-Dec-19 $000	31-Dec-18 $000
REVENUE			
Realised Investment Gain		6,089	3,939
Unrealised Investment Gain/ (Loss)		6,292	(2,648)
Sundry Revenue		529	521
TOTAL REVENUE	1	12,910	1,812
EXPENDITURE			
Personnel Expenses		21	

University of Canterbury Trust Funds

Consolidated Statement of Financial Position

As at 31 December 2019		31-Dec-19 $000	31-Dec-18 $000
CURRENT ASSETS	NOTE		
Cash and Cash Equivalents	14	2,900	751
Accounts Receivable		392	468
Investments	6, 13	-	2,040
TOTAL CURRENT ASSETS		3,292	3,259
CURRENT LIABILITIES			
Accounts Payable		35	98
Related Party	13	786	239
Funds Received in Advance	16	94	94
TOTAL CURRENT LIABILITIES		915	431
Working Capital		2,377	2,828
NON-CURRENT ASSETS			
PROPERTY, PLANT & EQUIPMENT			
Freehold Land at Valuation		5,270	5,270
Forests		451	451
Equipment		-	6
Accumulated Depreciation on Equipment		-	(6)
TOTAL PROPERTY, PLANT & EQUIPMENT	4	5,721	5,721
INVESTMENTS	6	120,099	112,421
TOTAL NON-CURRENT ASSETS		125,820	118,142
NON-CURRENT LIABILITIES			
Funds Received in Advance	16	1,998	2,092
TOTAL NON-CURRENT LIABILITIES		1,998	2,092
Total Net Assets		126,199	118,878
REPRESENTED BY:			
Trusts Equity	7	120,545	113,224
Revaluation Reserves	8	5,654	5,654
Total Equity		126,199	118,878

The accompanying notes form an integral part of these financial statements.

University of Canterbury Trust Funds

Consolidated Statement of Cash Flows

For the Year Ended 31 December 2019	NOTE	31-Dec-19	31-Dec-18

University of Canterbury Trust Funds

Notes to the Financial Statements

31 December 2019	31-Dec-19 $000	31-Dec-18 $000
1 Total Revenue		
Investment Revenue:		
Dividends	3,755	3,281
Investment Property Revenue	-	

31 December 2019	31-Dec-19 $000	31-Dec-18 $000
9 Major Trust Balances		
Erskine Trust	62,910	58,835
Endowment Trust	21,375	20,911
Lord Rutherford Memorial Fellowship	3,806	3,504
Judith Pownall Bequest	3,411	3,146
Roper Scholarship	2,317	2,205
Sims Empire Scholarship	2,205	2,033
Mason Trust	2,071	1,897
Ethel R Overton Scholarship	1,775	1,642
Nelson Science Scholarship	1,372	1,281
Bickerton-Widdowson Memorial	1,348	1,301

10 Distribution

The distribution policy, as per the Statement of Investment Policy and Objectives (SIPO), is to distribute approximately 4.5% annually, in proportion to the interim closing balances of each trust, to the operating accounts of the individual trusts. The difference between the actual annual return and 4.5% is to be applied to inflation proofing the capital base and for capital growth. For the reporting period, the investment activity returned a gain of $11.092 million to be distributed across the individual Trust Funds. This represents 10.11% of the total average capital (2018 (0.001%) loss).

The total distribution allocated to/ (drawn from) eligible University of Canterbury Trust Fund entities was:

	11,092	(2)

11 Commitments and Contingent Liabilities

31 December 2019	31-Dec-19 $000	31-Dec-18 $000
14 Cash and Cash Equivalents		
NZD Cash	2,690	541
AUD Cash	8	8
International Cash	202	202
	2,900	751

Cash and cash equivalents include cash in hand and deposits held on call with banks that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value.

15 Categories of Financial Assets and Financial Liabilities

Financial assets

Financial assets at fair value through surplus or deficit		
Investments	120,099	114,461
Loans and receivables		
Cash and cash equivalents	2,900	751
Receivables from exchange transactions	392	468
	123,391	115,680

Financial liabilities

At amortised cost