



# agenda

## Executive Leadership Team Planning Day

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Friday 22 May 2015, 9.00am  
Executive Boardroom, Building 48

### ATTENDEES

Rick Ede (RE)  
Steve Haddock (SH)  
Leon Fourie (LF)  
Wendy Horne (WH)  
Elizabeth Stewart (Minutes)

Meredith Morgan (MM)  
Ray Meldrum (RM)  
William Smith (WS)  
Graeme Archer (GA)

### APOLOGIES

#### 1. Minutes and Matters Arising from last meeting (10 minutes)

1.1 Action List

#### 2. Items for Decision (120 minutes)

2.1 Transformation Implementation Plan (60 minutes) MM  
Culture and Capability Work stream

**Morning Tea 10.30 – 10.45am**

2.2 Approval to recruit process (60 minutes) RE

*11.50am Head to The Hub to support Pink Shirt Day*

**Lunch 12.45 – 1.15pm**

#### 3. Items for Discussion (120 minutes)

3.1 Clusters Update (15 minutes) MM  
3.2 Whetu Update (15 minutes) MM  
3.3 2015 Financial Forecast (60 minutes) GA  
3.4 EER focus areas (30 minutes) RM

#### 4. Items for Information

N/A

**Approx. finish time 3.15pm**



# agenda

## Executive Leadership Team

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Thursday 25 June 2015, 8.30am  
Executive Boardroom, Building 48

### ATTENDEES

Steve Haddock  
Ray Meldrum  
Leon Fourie  
Wendy Horne  
Carla Tonks (Item 4.2)  
Gordon Hassett (Item 4.3)

Rick Ede  
Meredith Morgan  
Graeme Archer  
Sarah Exeter  
Brett Halvorson (Item 4.3)  
Elizabeth Stewart (Minutes)

### APOLOGIES

William Smith

### *Karakia timatanga*

#### 1. Minutes and Matters Arising from last meeting (10 minutes)

1.1 Action List

#### 2. Items for Decision (10 minutes)

2.1 Strategic Plan Recast

Rick Ede

#### 3. Items for Discussion (30 minutes)

3.1 Update: Status of previous audit reports

Meredith Morgan

3.2 Update: Whetu / Blueprint

Meredith Morgan

#### 4. Items for Information (70 minutes)

4.1 Internal Audit Plan Progress

Meredith Morgan

4.2 Health & Safety Update

Carla Tonks

4.3 Tranche 1 Business Case

Graeme Archer

### *Karakia whakamutunga*



# minutes

## Executive Leadership Team Planning Day

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Friday 17 July 2015, 9.00am  
Executive Boardroom, Building 48

### ATTENDEES

Rick Ede (RE)  
Steve Haddock (SH)  
Wendy Horne (WH)  
Elizabeth Stewart (*Minutes – if required*)

Meredith Morgan (MM)  
Ray Meldrum (RM)  
Graeme Archer (GA)

### APOLOGIES

Leon Fourie (LF)

William Smith (WS)

## 1. Minutes and Matters Arising from last meeting

### 1.1 Action List

## 2. Items for Decision (*210 minutes*)

2.1 Sector Alignment Proposal for Change (*60 minutes*) MM

***Morning Tea Break 10.25 – 11.15am***

2.2 Blueprint and Whetu Proposal for Change (*150 minutes*) MM

***Lunch 1.30pm***

## 3. Items for Discussion (*120 minutes*)

3.1 Target Culture (*120 minutes*) MM

## 4. Items for Information

N/A

***Approx. finish time 3.30pm***



# agenda

## Executive Leadership Team

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Thursday 23 July 2015, 8.30am  
Executive Boardroom, Building 48

### ATTENDEES

Steve Haddock  
Ray Meldrum  
Wendy Horne  
Sarah Exeter

Rick Ede  
Meredith Morgan  
Graeme Archer  
Elizabeth Stewart (Minutes)

### APOLOGIES

William Smith

Leon Fourie

### *Karakia timatanga*

#### 1. Items for Decision (40 minutes)

1.1 Recruitment Pipeline

Meredith Morgan

1.2 Audit Report

1.2.1 Payroll

Meredith Morgan

1.2.2 Accounts Receivable

Graeme Archer

#### 2. Transformation Items (45 minutes)

2.1 The Matrix

Rick Ede

2.2 Think One Team ELT Operating Framework

Rick Ede

#### 3. Items for Discussion

N/A

#### 4. Items for Information (45 minutes)

4.1 Leave Liability

Graeme Archer

4.2 Relationship Strategy Update

Darren Horsman

4.3 Marketing Update

Steve Haddock (Rachel Hale)

4.4 IBM / Concentrix Update

Steve Haddock

### *Karakia whakamutunga*



# agenda

## Executive Leadership Team

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Thursday 20 August 2015, 8.30am  
Executive Boardroom, Building 48

### ATTENDEES

Steve Haddock  
Meredith Morgan  
Leon Fourie  
Will Smith  
Elizabeth Stewart (Minutes)

Rick Ede  
Wendy Horne  
Graeme Archer  
Sarah Exeter

### APOLOGIES

Ray Meldrum

### *Karakia timatanga*

#### 1. Items for Decision (45 minutes)

- |  |                           |
|--|---------------------------|
| 1.1 Unitec One Planet Strategy and Action Plan           | Leon Fourie (Carolyn Cox) |
| 1.2 Institutional Performance Targets - Annual Plan 2016 | Meredith Morgan           |
| 1.3 Recruitment Pipeline                                 | Meredith Morgan           |

#### 2. Items for Information (15 minutes)

- |                                     |                 |
|-------------------------------------|-----------------|
| 2.1 Verbal Update: Cultural Targets | Meredith Morgan |
|-------------------------------------|-----------------|

#### 3. Transformation Items (15 minutes)

- |   |                 |
|---|-----------------|
| 3.1 Verbal Update: Student Services Blueprint | Meredith Morgan |
| 3.2 Verbal Update: Sector Alignment           | Wendy Horne     |

#### 4. Items for Discussion (15 minutes)

- |                |               |
|----------------|---------------|
| 4.1 F16 Budget | Graeme Archer |
|----------------|---------------|

#### 5. Matters Arising (15 minutes)

- |                                       |  |
|---------------------------------------|--|
| 5.1 Minutes from the previous meeting |  |
| 5.1.2 Action List                     |  |

### *Karakia whakamutunga*



# agenda

## Executive Leadership Team

Thursday 3 September 2015, 8.30am

8.30 – 9.30am 055-1004 Penman House

10.00am – 4.00pm 048-1040 Project Space

### ATTENDEES

Rick Ede

Meredith Morgan

Wendy Horne

Leon Fourie

Steve Haddock

William Smith

Graeme Archer

Ray Meldrum

### APOLOGIES

Nil

### 1. Doctor of Professional Practice panel session 055-1004 Penman House 8.30 – 9.30am

- Note: You are all required 8.30-9.30am – for the mihi whakataua and the panel session.
- Ray will then be required throughout the day.
- Leon will also be required 3-4pm

#### *Karakia timatanga*

### 2. F16 EFTS Projections 048-1040 Project Space 10.00am

- *Ray unavailable from 10.00am – 12.00pm*

Discussion to be based on EFT trend information to be circulated in advance of meeting  
The key output from this discussion is to agree F16 EFTS by programme

#### **Lunch 12.00 – 12.30pm**

### 3. Portfolio and Resource Implications 12.30pm

- *Ray joins the session*
- *Leon unavailable from 3.00 – 4.00pm*

3.1 Impact of F16 EFTS on current resourcing

3.2 Impact of Portfolio changes

3.3 Resource Considerations

#### **Karakia whakamutunga**

**Anticipated finish 4.00pm**



# agenda

## Executive Leadership Team

Thursday 26 November 2015, 9.00am  
055-1004 in **Penman House**

### ATTENDEES

Rick Ede

Will Smith

Ray Meldrum

Steve Haddock

Will Seymour

Wendy Horne

Leon Fourie

Graeme Archer

Sarah Exeter

Tania McNamee (Minutes)

### APOLOGIES

Meredith Morgan

### *Karakia timatanga*

	<i>Owner &amp; Presenter</i>	<i>Time</i>
<b>1. Matters Arising (15 minutes)</b>		
1.1 Minutes and Actions from the last meeting	RE	9.00am
<b>2 Transformation Items (0 minutes)</b>		
<b>3. Items for Decision (55 minutes)</b>		
3.1 Building Innovation Group High Level Business Case (15 mins)	SH Simon Casford	9.15am
3.2 Unitec Digital Student Portal Business Case (15 mins)	MM Owen Werner	9.30am
3.3 Computer Lease Renewals for 2015 (10 mins)	MM Owen Werner	9.45am
3.4 Next Steps for the Staff Survey Dissemination - verbal update (15 mins)	MM Kay Bramley	9.55am
<b>4. Items for Information (60 minutes)</b>		
4.1 Student Net Promoter Score - NPS (30 mins)	MM Kay Bramley	10.10am
4.2 Voluntary Redundancy – verbal update (15 mins)	MM Kelly Meekins	10.40am
4.3 Mahi Tahi - verbal update (10 mins)	MM Veronica White	10.55am
4.4 Transformation Programme Management Update (5 mins)	WSe	11.05am



# agenda

## **5. Items for Discussion (45 minutes)**

- |  |    |         |
|--|----|---------|
| 5.1 F16 Budget Update (15 mins)                          | GA | 11.10am |
| 5.2 Preparation for T1BC discussion at Council (30 mins) | GA | 11.25am |

**Anticipated Finish midday**

***Karakia whakamutunga***





# agenda

## Executive Leadership Team

Thursday 10 December 2015, 8.30am  
048-1040 Collaborative Project Space

### ATTENDEES

Rick Ede (Chair)  
Meredith Morgan  
Leon Fourie  
Ray Meldrum  
Steve Haddock

Graeme Archer  
Wendy Horne  
Will Smith  
Sarah Exeter  
Tania McNamee (Minutes)

### APOLOGIES

Nil

### *Karakia timatanga*

### *Owner & Presenter*

### *Time*

#### 1. Matters Arising (15 minutes)

1.1 Minutes and Action List from the last meeting RE 8.30am

#### 2 Transformation Items (0 minutes)

#### 3. Items for Information (90 minutes)

3.1 Risk Workshop Update (90 mins) MM Radha Gounder 8.45am

#### 4. Items for Decision (30 minutes)

4.1 International Strategy (15 mins) MM James Burroughes 10.15am

4.2 Student NPS (15 mins) MM Kay Bramley 10.30am

#### 5. Items for Discussion (15 minutes)

5.1 F16 Budget Update (Tabled) Graeme Archer 10.45am

**Anticipated Finish 11.00am**

### *Karakia whakamutunga*