

# AGENDA

## BOARD MEETING #23



<b>Name:</b>	Te Tira Ahu Pae
<b>Date:</b>	Friday, 28 November 2025
<b>Time:</b>	12:30 pm to 1:30 pm (NZDT)
<b>Location:</b>	Online, via Microsoft Teams <a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDExYTA3MTYtODYwNi00NTRkLTk5ZWUtZThhNTM3OGYwZGQ3%40thread.v2/0?context=%7b%22Tid%22%3a%22d6f46d5-4dbc-4a5a-b63e-784efc01b33a%22%2c%22Oid%22%3a%22cf09a452-2137-4eb2-b53b-876f1e9f790e%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDExYTA3MTYtODYwNi00NTRkLTk5ZWUtZThhNTM3OGYwZGQ3%40thread.v2/0?context=%7b%22Tid%22%3a%22d6f46d5-4dbc-4a5a-b63e-784efc01b33a%22%2c%22Oid%22%3a%22cf09a452-2137-4eb2-b53b-876f1e9f790e%22%7d</a>
<b>Board Members:</b>	Caroline Ryan, Chiavanni Le'Mon, Mary Ieremia-Allan, Mathew Rope, Peyton Joe, Ripeka Paapu, Takunda Mabonga
<b>Attendees:</b>	GM Email, James Collings
<b>Apologies:</b>	Caitlin Payne

## 1. Opening Meeting

### 1.1 Confirm Minutes

#### For Noting

Supporting Documents:

1.1.a Minutes : Board Meeting #22 - 31 Oct 2025

### 1.2 Apologies

#### For Noting

### 1.3 Interest Register

#### For Noting

Supporting Documents:

1.3.a Interests Register

## 2. Major Decisions and Discussions

### 2.1 Credit Card Policy, Agreement and Procedure

#### For Decision

Te Tira Ahu Pae has been working to create a Credit Card Use Agreement and Credit Card Use Policy to outline the terms and conditions governing the use of a Te Tira Ahu Pae-issued credit

card, which is supported by the Credit Card Use Procedure, to ensure that credit cards are used appropriately.

**Motion:** That the Board approve ratifying the Credit Card Use Agreement (2025), Credit Card Policy, and the accompanying Credit Card Use Procedure, which will be stored in Microsoft Teams, under the "Everyone" site after ratification.

Supporting Documents:

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2.1.a Credit Card Use Procedure.pdf

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2.1.b Credit Card Use Agreement (2025).pdf

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2.1.c Credit Card Policy revised 26.11.25.pdf

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## 2.2 Travel Policy

### For Decision

In 2023, the Board ratified the Travel Policy - Staff and Travel Policy - Student Representatives. These documents are currently stored in the "Everyone" Teams site under **Policy & Procedure Documents**. However, they have not been updated for two years.

**Motion:** That the Board approves the amended Travel Policy - Staff and Travel Policy - Student Representatives and which will be stored in Microsoft Teams, under the "Everyone" site after ratification.

Supporting Documents:

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2.2.a Travel Policy - Staff (Ratified 24.10.23, Amended 2025).pdf

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2.2.b Travel Policy - Student Reps (Ratified 24.10.23, Amended 2025).pdf

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## 2.3 Drug and Alcohol Policy

### For Decision

We have recently identified a gap in policy and have been working to develop a Drug and Alcohol Policy to provide a safe, healthy, and supportive environment for all kaimahi, students, partners, and visitors. This policy includes clear procedures outlining step-by-step processes for kaimahi, managers, and the People & Culture team to ensure consistency and compliance.

**Motion:** That the Board approve ratifying the Drug and Alcohol Policy. Upon ratification, the policy will be stored in Microsoft Teams under the "Everyone" site to ensure accessibility for all.

Supporting Documents:

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2.3.a Drug and alcohol Policy revised 26.11.25.pdf

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## 2.4 Health, Safety, and Wellbeing Policy

### For Decision

We have recently identified a gap in policy and have been working to develop a Health, Safety, and Wellbeing Policy to acknowledge Te Tira Ahu Pae's commitment to ensuring the physical, mental, emotional, and cultural wellbeing of kaimahi, students, visitors, partners, and communities.

This policy includes clear procedures outlining step-by-step processes for kaimahi, managers, and the People & Culture team to ensure consistency and compliance.

**Motion:** That the Board approve ratifying the Health, Safety, and Wellbeing Policy. Upon ratification, the policy will be stored in Microsoft Teams under the “Everyone” site to ensure accessibility for all.

Supporting Documents:

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2.4.a Health, Safety & Wellbeing Policy revised 26.11.25.pdf

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## 2.5 Leave and Flexible Working Policy

### For Decision

We have recently identified a gap in policy and have been working to develop a Leave and Flexible Working Policy to ensure kaimahi have clear, fair, and accessible guidance on leave entitlements and flexible working arrangements. Te Tira Ahu Pae is committed to supporting wellbeing, whānau responsibilities, cultural obligations, and healthy work–life balance.

**Motion:** That the Board approve ratifying the Leave and Flexible Working Policy. Upon ratification, the policy will be stored in Microsoft Teams under the “Everyone” site to ensure accessibility for all.

Supporting Documents:

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2.5.a Leave & Flexible Working Policy revised 26.11.25.pdf

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## 2.6 Privacy and Information Management Policy

### For Decision

We have recently identified a gap in policy and have been working to develop a Privacy and Information Management Policy. Te Tira Ahu Pae respects the privacy of individuals and complies with the Privacy Act 2020. This policy ensures personal, organisational, and student information is managed safely, legally, and respectfully.

**Motion:** That the Board approve ratifying the Privacy and Information Management Policy. Upon ratification, the policy will be stored in Microsoft Teams under the “Everyone” site to ensure accessibility for all.

Supporting Documents:

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2.6.a Privacy & Information Management Policy revised 26.11.25.pdf

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## 2.7 Bullying, Harassment and Discrimination Prevention Policy

### For Decision

We have recently identified a gap in policy and have been working to develop a Bullying, Harassment and Discrimination Prevention Policy. Te Tira Ahu Pae is committed to maintaining a safe, respectful, inclusive, and mana-enhancing environment, free from bullying, harassment, sexual harm, discrimination, or behaviour that undermines safety and dignity.

This policy includes clear procedures outlining step-by-step processes for kaimahi, managers, and the People & Culture team to ensure consistency and compliance.

**Motion:** That the Board approve ratifying the Bullying, Harassment and Discrimination Prevention Policy. Upon ratification, the policy will be stored in Microsoft Teams under the “Everyone” site to ensure accessibility for all.

## Supporting Documents:

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2.7.a Bullying, Harassment & Discrimination Prevention Policy.pdf

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## 2.8 Finance Manual

### For Decision

In 2024, the Board ratified the latest amendments to the Finance Manual. As part of our annual process, we have conducted a review to ensure the document remains current.

**Motion:** That the Board ratifies the amendments made to the Finance Manual, which will be stored in Microsoft Teams, under the "Everyone" site after ratification.

## Supporting Documents:

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2.8.a Finance Manual - last ratified 12.12.24 (amended).pdf

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2.8.b Finance Manual - Tracked changes.pdf

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## 2.9 Magazine Copyright

James Collings

### For Decision

A librarian from Massey University Library has reached out to us, seeking permission for the use of an image of a page from *Chaff*, the Massey student union newspaper, published in 1999. The student union at the time was MUSA, and they owned the copyright to *Chaff*. The Massey University Library would like to include it in a publication about initiatives at the Library, which aspires to honour Te Tiriti of Waitangi. The event in this issue of *Chaff* is the first recorded celebration of Te Wiki o Te Reo Māori held at the Library.

As the Board make governance decisions for MUSA, I am seeking approval to give the Library permission to use an image of a page from *Chaff*.

**Motion:** That the Board approves the Massey University Library to use an image of a page from *Chaff*, the Massey student union newspaper, published in 1999, which shows the first recorded celebration of Te Wiki o Te Reo Māori held at the Library.

## 2.10 Engagement with Lawyers for Constitutional Review

James Collings

### For Decision

As part of the constitutional review process, we would like to engage with Parry Field Lawyers to conduct a comprehensive review of the draft constitution once it has been prepared and provide feedback.

**Motion:** That the Board approve James to engage with Parry Field Lawyers, to review the draft constitution upon its completion.

## 2.11 Community Reps

### For Noting

We are still awaiting recommendations for our Rainbow and Disability Community Reps.

## **2.12 Vote on Panel Recommendation for Rep Appointment (Early 2026) - President**

### **For Decision**

According to the Rep Policy Manual, Part 5, the appointment procedures, the Board approves or rejects the recommended applicant.

**Motion:** The Board moves to accept the panel's recommendation on the following candidate:

#### **General/Distance President**

The Panel recommends the appointment of Chiavanni Le'Mon for the role of General/Distance President in early 2026 on 20 hours per week. This is a unanimous recommendation from the panel.

## **2.13 Vote on Panel Recommendation for Rep Appointment (Early 2026) - Manawatū**

### **For Decision**

According to the Rep Policy Manual, Part 5, the appointment procedures, the Board approves or rejects the recommended applicant.

**Motion:** The Board moves to accept the panel's recommendation on the following candidate:

#### **Manawatū Student Rep**

The Panel recommends the appointment of Aditi Kumar for the role of Manawatū Student Rep in early 2026, on 10 hours per week. This is a unanimous recommendation from the panel.

## **2.14 Vote on Panel Recommendation for Rep Appointment (Early 2026) - Ōteihā**

### **For Decision**

According to the Rep Policy Manual, Part 5, the appointment procedures, the Board approves or rejects the recommended applicant.

**Motion:** The Board moves to accept the panel's recommendation on the following candidate:

#### **Ōteihā/Auckland Student Rep**

The Panel recommends the appointment of Nadithi Kalugampitiya for the role of Auckland Student Rep in early 2026, on 10 hours per week. This is a unanimous recommendation from the panel.

## **2.15 Vote on Panel Recommendation for Rep Appointment (Early 2026)-International**

### **For Decision**

According to the Rep Policy Manual, Part 5, the appointment procedures, the Board approves or rejects the recommended applicant.

**Motion:** The Board moves to accept the panel's recommendation on the following candidate:

#### **International Student Rep**

The Panel recommends the appointment of Yan Xuan for the role of Auckland Student Rep in early 2026, on 8 hours per week. This is a unanimous recommendation from the panel.

## **2.16 Vote on Panel Recommendation for Rep Appointment (Early 2026) - Postgrad**

### **For Decision**

According to the Rep Policy Manual, Part 5, the appointment procedures, the Board approves or rejects the recommended applicant.

**Motion:** The Board moves to accept the panel's recommendation on the following candidate:

### **Postgrad Student Rep**

The Panel recommends the appointment of Kevin Francis for the role of Auckland Student Rep in early 2026, on 8 hours per week. There was one abstention from the panel.

## **2.17 Vote on Panel Recommendation for Rep Appointment (Early 2026) - Distance**

### **For Discussion**

For 2026, there will be two Distance Rep positions available. Distance Rep 1 will be on 10 hours, and Distance Rep 2 will be on 5 hours.

Georgia Naera, Louise Berry, and Ayla Brook all completed interviews for these positions and received unanimous recommendations from the panel for their appointment.

We have do not have a Wellington Rep for 2026 due to ineligibility, so there are 10 hours available in this space.

The Board to discuss the appointment of Distance Reps for 2026 with the available hours and vacancies.

## **2.18 Panel Recommendation for Rep Appointment (Early 2026) - Pasifika**

### **For Discussion**

For 2026, there will be 20 hours available for the Pasifika Presidency. Caroline Ryan and Mary Ieremia-Allan completed interviews for the Pasifika President position and received unanimous recommendations from the panels for their appointment.

Below are the recommendations for other Pasifika Reps:

### **Wellington Pasifika Student Rep**

The Panel recommends the appointment of Ferina Muavae for the role of Wellington Pasifika Student Rep in early 2026, on 10 hours per week. This is a unanimous recommendation from the panel.

### **Manawatū Pasifika Student Rep**

The Panel recommends the appointment of Telson Liuvaie for the role of Manawatū Pasifika Student Rep in early 2026, on 10 hours per week. This is a unanimous recommendation from the panel.

As Caroline is in the Distance space, she could possibly absorb duties from the Distance Pasifika Student Rep, which has 10 hours available. Mary could also potentially absorb duties from the Auckland Pasifika Rep, which also has 10 hours available, as she had travelled up to the Ōteihā campus this year to assist.

The Board to discuss the appointment of Pasifika Reps for 2026 with the available hours and vacancies, and capacity for additional hours and duties.

## 2.19 Funding Report

Chiavanni Le'Mon

### For Discussion

Chiavanni has created a report from August–November 2025, for the \$32,000 budget that was approved for representative-led projects supporting student engagement, representation, inclusion, and well-being across all campuses and distance cohorts.

Supporting Documents:

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2.19.a Funding Report 32k - General 2025.docx

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## 2.20 Helping Students Find Healthier Homes

James Collings

### For Discussion

We have been contacted by Damien from RateMyFlat, which will be launching in the new year.

The product is focused on the needs of renters and aims to drive transparency around the state of rental housing. It allows tenants to view home profiles that include information on the state of the home, Healthy Homes compliance and other information generated through reviews from current and former tenants, verified data provided by homeowners and managers and other sources of data.

Given the low levels of literacy around what makes a good rental home, RateMyFlat think they can help students understand what to look for in a home as well as how to run a home well (heating, ventilation, moisture control, etc).

RateMyFlat are wanting to work with Te Tira Ahu Pae by hearing about some of the tenancy troubles our students have and creating resources to support tenants to know their rights, as well as potentially having a campus stall during O-Week next year.

## 2.21 Social Media Political Series

Mary Ieremia-Allan

### For Discussion

The Board to discuss a social media political series airing in 2026, leading into the general elections.

This will be properly fleshed out in 2026 and will go to the Board for approval; however, this is to begin conversations on the subject.

## 2.22 Politics Sub-Committee Updates

Mary Ieremia-Allan

### For Noting

During O-Week in 2026, Janine Dean will send out a survey to the student body for anonymous political concerns and priorities.

## 3. Management Reports

### 3.1 Management Updates

#### For Noting

Any updates from management.

## 4. Actions from Previous Meetings

### 4.1 Action List

#### For Noting

Supporting Documents:

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4.1.a Action List

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## 5. Other Business

### 5.1 Any Other Business

#### For Discussion

Floor is open to all attending.

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.