



## NZUSA National Executive Meeting

Friday 5<sup>th</sup> June 2020

10:00am – 4:00pm

[Zoom](#)

### Next meeting:

Friday 17<sup>th</sup> July 2020

10:00am – 4:00pm

Zoom

### Agenda

Whakataka te hau ki te uru  
Whakataka te hau ki te tonga  
Kia mākinakina ki uta  
Kia mātaratara ki tai  
E hī ake ana te atakura  
He tio, he huka, he hau hū  
Tīhei mauri ora!

### Procedural

1. Karakia and Welcome
2. Apologies
  - Sam Blackmore from 2:00pm
3. Disclosures of Interest
4. Matters Arising
  - Leave request for Isabella (15<sup>th</sup> – 19<sup>th</sup> June)
5. Approval of National Executive Meeting Minutes (1<sup>st</sup> May 2020)
6. National Welfare Committee Minutes to be noted (7<sup>th</sup> May 2020)
7. NZUSA Policy Committee Minutes to be noted (5<sup>th</sup> May 2020)
8. NZUSA Policy Committee Minutes to be noted (27<sup>th</sup> May 2020)

## Reports

9. NZUSA President Report
10. NZUSA Vice President Reports
11. Thursdays in Black Report
12. Oral Reports
  - Te Mana Ākonga
  - Tauria Pasifika
13. Policy Review Report and Policies to be Approved/Rescinded
  - Meeting Policy (to be approved)
  - Expenses and Reimbursements Policy (to be approved)
  - Communications Policy (to be rescinded)

## Workshop

14. Employment and Management Workshop with Lance Peterson (Grow HR)

## Strategic Items & Decision-Making

15. Living Wage (memo to come)
16. NZUSA Stance of Marijuana Referendum 2020
17. Revised National Executive Meetings and Revised Annual Plan
18. NZUSA Governance Review

## Workshop

19. Working with Māori Students' Associations



## NZUSA National Executive Meeting Minutes – 1<sup>st</sup> May 2020

### 1. Karakia and Welcome

- Noho welcomed the National Executive.
- Isabella welcomed David McNab (M@D) and Jacob Paterson (MAWSA) to the NZUSA whānau.
- Isabella moved THAT MAWSA becomes associate members of NZUSA:
  - Moved: U

### 2. Apologies

- Present: Sam Blackmore (LUSA), Andrew Lessells (Younited), Jack Manning (OUSA), Stefan Biberstien (MUSA), Isabella Lenihan-Ikin, Sam Smith, Matthew Schep (NZUSA), Nohorua Parata (TMA), Dallin Niuelua (ASA), Geo Robrigado (VUWSA), Mila Korokhova (Weltec Student Connection), Helen Vea (Unitec), Perina Mucalo (SAWIT), Jacob Paterson (MAWSA), David McNab (M@D), George Barton (AUSA) and Ali Leota (Taura Pasifika).
- Absent: Izzy Paterson (AS@U)

### 3. Disclosures of Interest

- David McNab works in IT services and software development and occasionally in the tertiary sector.
- Mila Korokhova is now on the Executive of the New Zealand International Students' Association (NZISA).

### 4. Matters Arising

#### *MAWSA Letter*

- Isabella has responded to the letter regarding MAWSA's membership to NZUSA.
- Jacob discussed what MAWSA wanted to get out of their membership.

## 5. Approval of the National Executive Meeting Minutes (20<sup>th</sup> March 2020)

### *Changes:*

- AL was present at the last meeting.
- Andrew seconded the Vice President Report.
  
- THAT the minutes of the National Executive meeting held on the 20<sup>th</sup> March 2020 be accepted.
  - Moved: IL
  - Seconded: SB
  - Abstain: DM, JP, SB
  - Moved U

## 6. Notice of the National Education Committee Meeting Minutes (27<sup>th</sup> March 2020)

- THAT the minutes from the National Education Committee meeting held on the 27<sup>th</sup> March 2020 be noted:
  - Moved: IL
  - Seconded: SB
  - Abstain: DM, JP
  - Moved U

## 7. Notice of FRAC Meeting Minutes (9<sup>th</sup> April 2020)

- THAT the minutes of the FRAC meeting held on the 9<sup>th</sup> April 2020 be noted:
  - Moved: IL
  - Seconded: GR
  - Abstain: DM, JP
  - Moved U

*Jahla came into the meeting.*

## 8. Oral Reports

### *Thursdays in Black*

- Established a National TIB Council
- Current conversations about how to engage students online
- Planning a National Day of Action
- Content and disclosures training for VUW branch

- Developing social media and language guidelines for sexual violence messaging
- Looking at various local campaigns
  
- THAT the Thursdays in Black oral report be noted:
- THAT the National Executive congratulate Jahla on completing her Masters:
  - Moved: GR
  - Seconded: JM
  - Moved U

### *Te Mana Ākonga*

- Have been meeting with individual Roopū – a common theme is that Māori student representatives are being left out of the institutions COVID-19 response discussion and decision-making
- Are doing a survey on the impacts the national lockdown had on Tauria Māori – the finding of this research will be available, including findings from specific institutions.
- Noho reminded Presidents to build strong relationships with their Māori students' associations.
  
- THAT the Te Mana Ākonga oral report be noted:
  - Moved: IL
  - Seconded: DN
  - Moved U

### *Tauria Pasifika*

- Ali thanked everyone for their work on COVID-19 responses, the Student Action Plan saw 13 Pasifika students' associations join.
- Tauria Pasifika are also doing research into how Pasifika students have been affected by COVID-19
- Every Friday, Pasifika student leaders have been meeting to share ideas and stay close
  
- THAT the Tauria Pasifika oral report be noted:
  - Moved: IL
  - Seconded: JM
  - Moved U

## **9. NZUSA President Report**

- Isabella spoke to her report
- Jack Manning suggested that when NZUSA submits on legislation, that other Associations engage in a discussion about the submission before hand.
- THAT the National President report be noted:
  - Moved: SS
  - Seconded: AL
  - Moved U

## **10. NZUSA Vice-Presidents Reports**

- Matthew spoke to his report
- Mila thanked Matthew for his support a Weltec and Whitireia
- THAT the Vice President report of Matthew Schep be noted:
  - Moved: IL
  - Seconded: JM
  - Moved U
- Sam spoke to his report
- THAT Vice President report of Sam Smith be noted:
  - Moved: IL
  - Seconded: NP
  - Moved U

## **11. Financial Reports and Statements (Confidential)**

- Sam spoke to the financial statements.
- THAT the debts owed by Marlon Drake, Puawai Hudson and IPD be written off and the Financial Reports and Statements be noted:
  - Moved: SS
  - Seconded: GR
  - Moved U

## **12. Scoop Media (Confidential)**

- Jack suggested we offer part payment and part work.
- Some members open to this idea of research and content creation.

*Meeting break*

### **13. National Rainbow Students' Committee**

- Matthew has had discussion with various rainbow student groups – agree that national structure should be kept within NZUSA so it has an adequate support structure.
- There would be a Chair of the committee that might have a seat on National Executive (Chair might work 3.5 hours per week).
- Jack asked whether the Chair could be elected from the committee.
- Andrew suggested that there should be flexibility to choose whether the Chair comes from the Committee or externally.
- The terms of reference will go to policy committee for recommendations before being brought to National Executive.

### **14. Campaign for Universal Education Income**

- One ask of the Student Action Plan and the Debt Free Futures campaign was a Universal Student Allowance.
- Currently, many volunteers are giving their time to a Universal Education Income (research, design, website etc.)
- The term 'UEI' is preferred due to the baggage associated with 'student allowance'.
- General support for NZUSA focussing on Govt support rather than from Tertiary Providers.
- Steering Group of equal representation for NZUSA, TMA and TP to guide the strategic direction of the campaign.
- There will be different working group streams focussed on the work of the campaign.

### **15. Student Accommodation and Halls of Residence**

- NZUSA have engaged a Partner from Simpson Grierson to do pro bono work around the legalities of charging students rent in provider accommodation during lockdown.
- Isabella has been pushing politicians for a government review of student accommodation.
- Andrew noted that ITP accommodation has its differences from universities and that this awareness needs to be raised.

### **16. Pastoral Care Workshop**

- UNZ did not provide the consultation documents for today's meeting - Isabella will circulate this information when it comes in.

## 17. General Business

- David raised the question of what work NZUSA is doing about VSM – Sam noted that the last year’s work on tertiary student voice is currently sitting with the Minister.
- Isabella – we have been approached by an Otago student to do some research on behalf of NZUSA on the effects of COVID-19 on students (in the form of an online survey).
- Jack noted how useful NZUSA research is.

*Meeting closed 12:29*





NZUSA National Welfare Committee  
Thursday 7<sup>th</sup> May 2:00pm  
Zoom

Present: Sam (Chair), Isabella (Pres), Matthew (VP), Sarah (LUSA), Michael (VUWSA), Michaela (OUSA).

Apologies: none noted

*Meeting opened at 2:03pm.*

Began with a round of introductions, getting to know each other, our roles, experiences, and projects. Then expanded on discussion points noted.

**PIKI – looking at getting this trial rolled out across the country, trial has gone well (Isabella)**

In 2018, govt conducted inquiry into mental health and addiction, worked with SAs in this space. Piloted PIKI programme: peer to peer support, app, support services. Trains people with mental health history to mentor others, always have someone to talk to. Pilot ends this year, UO is independently reviewing it. Need to get data and results to roll it out wider; the app has already been rolled out. Opportunity to roll peer support out across campuses, provides social security net. Could be good to appoint someone on the committee to lead the work in this space. This really important considering the pandemic. **Michael keen to take on this role given his background.**

**Things that need to be considered with mental health around the pandemic?** It changes all the time, depending on issues and alert level. Lots of re-traumatisation for Canterbury students, and concerns for international students who can't get home. Otago started with people getting home and internationals, now it's stress with exam timetables. Concerns with ability to have private phone conversations with families, students don't know that mental health services have gone online. Has been a spike in domestic abuse situations, people don't feel safe calling in when with their families because of this. Also queer students who don't feel safe with their families.

International and postgrad students have been biggest groups needing student support. International students being exploited around the wage subsidy. This is happening with

students employed by the uni too, they have their hours cut to zero and no income. Postgrad students who rely on scholarship funding have to make difficult decisions.

**SVA – there are a number of them around NZ and they are keen to connect up with SAs (Isabella)**

SVA has created a system to be rolled across NZ. It's a very corporate model, grassroots version is better. There is scope for us to get involved in this in a wider way. Work with SAs across the country to create a SVA on each campus, but this needs to be beneficial for all parties. Also good to bring new students into student politics. SVA want to use time between now and October to have these conversations. Regional SVAs better than institutional ones. Otago is already working to get one set up. Important for grassroots approach to be led at the regional level not national but NZUSA needs a stake in it.

*Sarah left at 2:35pm.*

**Halls of residence welfare concerns – At Vic this has been a big deal – Michael**

Vic is pushing for an education commission review into Vic halls. Possibility of a nationwide one? Issie has talked to Nikki and Chloe to push the uni to do it. The Toogood report didn't have a wide enough scope and didn't deal with a lot of issues. Possibility of an Ombudsman report. **Isabella will follow up on drafting a proposal on this.**

**Hardship funds – of concern to Otago students - Michaela**

OUSA has done a survey, talked with UOPISA, often students in poorer families who are acclimatised to hardship don't feel they are deserving of applying. Could be useful for these students to see their peers applying for and being supported by these hardship grants. People often apply in clusters, like neighbourhoods and flats.

*Meeting closed at 2:59pm.*



## **NZUSA Policy Committee**

Thursday 5<sup>th</sup> May

12:30pm

Zoom

### **Agenda**

**1. Welcome**

Sam welcomed everyone to the first Policy Committee meeting of 2020. All members introduced themselves to the group.

**2. Apologies**

Present: Stefan Biberstien (MUSA), Georgia Mischefski-Gray (OUSA), Andrew Lessells (Younited), Max Lichtenstein (LUSA), Joanna Li (VUWSA), Liam Davies (MAWSA) and Sam Smith (NZUSA).

**3. Policy Committee Terms of Reference**

Noted the Policy Committee Terms of Reference.

**4. Overview of NZUSA's Policies**

Noted that many of NZUSA's policies are not up to date and they were scattered in many places. Sam has put reformatted all of the policies and place them on a Google Drive for the Policy Committee to access them.

**5. Policy Review Process for 2020**

Members of the Policy Committee will split into teams to review four policies each over the year. Where possible, polices will be issued according the interests of members. The Policy Committee will meet the week before National Executive on a Wednesday. Reviewed Policies will then be put to the National Executive to approve or amend where needed.

Group and policies will be issued by the end of the week.

Meeting closed at 1:05 pm



NZUSA Policy Committee  
Thursday 27<sup>th</sup> May 1:30pm  
Zoom

Minutes of the previous meeting

**Moved**

Matters arising: none

Expenses policy

- Process:
  - 2.3: only relevant to reimbursement claims
  - Change of 2.3.3 to purchase for clarification

**Move to Recommend**

**Max/Liam**

- Review dates: Have them staggered, depending on the policy rather than a set timeframe.

Rainbow Policy

Matthew Schep discussed how NZUSA lacks representation for rainbow and disability students.

- Regional representation - support campuses where this isn't set it up
- 4.3: Liam: seeking clarification on this.
  - Matt: up to one person from one campus, some years these bodies don't engage with others, would need approval from NZUSA to rejoin
- 7.2. Quorum specification "half+one"?
- Removal of 'Chair' section which should go into the elected rep policy
- NZIST needs to be defined and bracketed
- 'Rainbow Students' inconsistently capitalized.
- To add 'Rainbow students' in the purpose not 'LGBT+'
- Timeline:
  - Matt to do a rework on the policy
  - Sam to send out tonight, and receive feedback from POLCOM on Thursday
  - Sam to send updated version to POLCOM on Friday approval

*\*Update – feedback will be sought from various rainbow student groups and return to POLCOM at later date before being sent to National Executive\**

### Meeting Policy

- 7.3: a broader catch all phrase preferred instead aligning Congress with only student job search AGM
- 4.1: Discussion about the word kaupapa and Te Reo use in policy – to be discussed with National Executive.
- 1.1. Purpose outlines the national executive are key to this.
- 3.3. Georgia: Point raised about relaxing the language around attending meetings in person – discussion about flying to meetings and sustainability.

**Move/second**

**Max/Andrew**

### Communications Policy

- Max: combine into other policies such as the elected representatives policy
- Recommend to rescind

**Move/Second**

**Max/Andrew**

*Meeting closed 2:55*

# Memorandum

To	NZUSA National Executive
From	Isabella Lenihan-Ikin
Date	1 June 2020
Subject	NZUSA President Report

## Purpose

The purpose of this report is to provide an overview of the work of the NZUSA President since 24 April 2020.

Again, the past month has been incredibly busy for the NZUSA National Office. Although the work has been less 'acute' than the previous month, I have continued to invest most of my time into Covie-19 related work. This includes responding to the Budget 2020, campaigning and organising on the issues within residential student accommodation as well as the Universal Education Income / Te Rourou Matanui-a-Wānanga campaign.

There has been one major win for NZUSA that I wish to highlight. This is the announcement that there will be an Education and Workforce Select Committee Inquiry into Student Accommodation. From National Office, Matthew and I have both been working on the student accommodation issues (Matt at a more grassroots campus level, and myself leading the political and media engagement). This will present students with the opportunity to voice their concerns about student accommodation and to ensure that the issues that have been exacerbated in light of Covid-19 will be independently investigated.

## Association engagement and support:

- VUWSA Executive Meeting
- Meeting with Lance Peterson (Grow HR) regarding employment issues that member Presidents are experiencing
- Meeting with Tori McNoe and Jack Whittam, UCSA President
- Waikato Students' Union Campus Tour
- Attended NZUSA Welfare Committee
- Meeting with AUT students' regarding rent strike
- Meeting with the VUW Law Students' Association President
- Meeting with Dallin and Rebecca (Albany Students' Association)
- Meeting with Te Mana Ākonga and Tauria Pasifika

## Lobbying and Government engagement:

- Meeting with Tertiary Education Commission and Ministry of Education regarding Student Accommodation (x2)

- Weekly meetings with Ministry of Education, Ministry of Social Development (StudyLink)
- Fortnightly meetings with Tertiary Education Commission, Ministry of Education, Tertiary Education and TIASA
- Meeting with Ministry of Education and Ministry of Health regarding Piki and increased mental health support for young people
- Stakeholder meeting with MBIE regarding employment
- Meeting with Ministry of Education regarding Pastoral Care Code (x2)
- NZUSA Submission to Universities NZ on the CUSPaC (Committee on University Student Pastoral Care)
- Meeting with Chris Whelan, Universities NZ CEO
- Meeting with Ali Leota, Taura Pasifika President
- Meeting with Helen Veal, Unitec Student Council President

### Campaigns:

- **Universal Education Income / Te Rourou Matanui-a-Wānanga Campaign**
  - Designed the campaign website and contracted a designer to do the initial design for the campaign
  - Meeting with ASPA (Student Media) regarding the Universal Education Income
  - Meeting with the Disability Students' Association
  - Weekly meetings with the Steering Group
  - Meeting with the
- **Student Accommodation**
  - Meeting regarding Student Accommodation, featuring Chlöe Swarbrick (Green Party Tertiary Education Spokesperson)
  - Meeting with the Student Accommodation Inquiry Working Group (x2)
- **Solidary for Students**
  - Meeting with Hospitality Workers Union regarding Solidary for Student Union Events
- **Budget 2020**
  - Budget Analysis Thursday 14 May
- **Grade Policy**
  - Sent a letter to the NZ Vice Chancellors Committee and Universities NZ regarding grade policy's.
  - Meeting with the Deputy Vice Chancellors Academic (DVC-A) regarding the grade policy

### Research:

- Working with Otago University PhD candidate to undertake representational research of tertiary students' in the wake of Covid-19. This involved several meetings and collaboration on the survey, plus social media and promotion.
- Working with a group of academics from four NZ universities on a piece of research to understand student experience of working online (and online teaching/learning).

## Media:

- Interviewed for 'Tom Talks' Podcast on student issues due to Covid-19
- bFM interview regarding student accommodation
- Newshub:
  - <https://www.newshub.co.nz/home/politics/2020/05/band-aid-budget-won-t-encourage-jobless-into-education-students.html>
- TVNZ
  - <https://www.tvnz.co.nz/one-news/new-zealand/call-investigation-into-students-being-made-pay-empty-accommodation-many-move-back-in>
- Salient
  - <https://www.salient.org.nz/news/no-grade-scale-up-for-vuw-students-but-changes-to-trimester-2-coming>
  - <https://www.salient.org.nz/news/budget-2020-a-missed-opportunity-to-tackle-student-hardship>
- Stuff:
  - <https://www.stuff.co.nz/national/health/coronavirus/121425135/coronavirus-has-polarised-those-most-vulnerable-in-society-experts-say>
- Spinoff
  - <https://thespinoff.co.nz/politics/14-05-2020/budget-2020-the-great-spinoff-hot-take-roundtable/>
- TEU Tertiary Update
  - <https://teu.ac.nz/news/budget-fails-to-provide-sufficient-support-for-students>
- Te Waha Nui
  - <https://tewahanui.aut.ac.nz/auckland-issues/lockdown-inspires-bubble-graduation-ceremonies>

## Additional:

- Meeting with the NZ Disability Students' Association (in establishment) x 3
- Tertiary Education Union Covid-19 Response Committee
- AQA External Review
- Ako Aotearoa Tertiary Teaching Excellence Awards Judging Panel
- Planning for NZUSA website renewal, including meeting with a student to plan the work.

## Recommendation

- THAT the National Executive approve the NZUSA President Report



# Memorandum

To	NZUSA National Executive
From	Matthew Schep
Date	29 <sup>th</sup> May 2020
Subject	Vice President Report

## Purpose

The purpose of this report is to provide an overview of my work as NZUSA Co-Vice-President between 28 April and 29 May 2020.

## Overview

The National Office team convened for the first time since lockdown in person on Budget Day, where we worked on a national student response to the budget. A week and a half later, we had a planning day where we mapped the rest of the year and divided up workloads and projects. We are in a good space moving forward and we continue to put our best foot forward to fight for students.

## Student Accommodation

Leading NZUSA's response to the COVID-19 halls of residence issues has been my biggest project since my last report. It started with an online hui with halls students across Aotearoa, and from there, I worked to organise students by institute, equip volunteers with support and tools to lead their communities, connect them up with their student reps and the media, and try to keep momentum going. Victoria students were first out the gate with a huge win thanks to early efforts by student activists and VUWSA, and AUT students recently won a huge battle after the pounding that the institute took in the media. I continue to work with students on a number of campuses to have their stories heard.

I have been working with a team of student reps across several organisations (OUSA, VUWSA, AUTSA), as well as Issie and Jahla, to petition the government's Education and Workforce Select Committee to launch an independent inquiry into halls of residence. Halls across Aotearoa have always perpetuated a range of concerns, but COVID-19 has really exacerbated the situation and expose how poorly students and RAs are treated. The Green Party have picked up our request and have started working on getting this through the committee; in the meantime, I am continuing to build momentum through our social media engagement.

## ITP Engagement

I have continued to run ITP catch-up and training sessions on Tuesday mornings, and have only recently paused them due to the late-semester engagement drop-off. We have talked about

Thursdays in Black in a guest presentation from Jahla, and continued to support each other through the COVID-19 alert levels with resources and guidance.

I have also done some advisory work with the former student reps at UCol as they build their new student association. I have had several meetings with the students, discussing issues such as SLA funding, executive structure, executive remuneration, multi-campus engagement, and constitutional changes.

### **Rainbow Student Representation**

Things have been quiet on this front recently, but I have a meeting with the rainbow student reps coming up to discuss the committee Terms of Reference that I have written. I met with the Policy Committee recently to get their feedback, and have developed a second version that better meets NZUSA's policy requirements. We intend to bring the TOR to the National Executive at the July meeting, to leave enough time for proper community consultation.

### **NZIST and National ITP Student Voice**

Andrew and I had a meeting with the CE and Deputy CE of NZIST in early May, to put forward our initial asks for student voice, and to propose a plan for the student subcommittee. The meeting went well and they were receptive to most of our asks, but have so far failed to follow up on the conversation despite me sending a couple of emails. We were promised regular meetings with them, too, but are yet to hear anything back about this. Our intent is to have the student subcommittee elections run early next semester, to capitalise on student engagement, with bigger asks to be actioned once we get a student rep on the NZIST board and therefore more bargaining power. Andrew and I also asked NZIST to develop some consistency guidelines for SLA negotiations for the subsidiaries, as we are aware that the disparity in this area has resulted in really poor funding for student councils and associations.

NZUSA, TMA, and eight ITP student associations and councils wrote to NZIST in mid-May to make the same request of the institute as was made of UNZ and the universities around grade-bumping. Disappointingly, I have not heard anything back, not even an acknowledgement of the email received. Once you have gotten to this part of my report, please message me to tell me what your favourite animal is, so that I know you have actually read it.

### **Contract Work:**

As a part of a contract that NZUSA has with Weltec and Whitireia, I provide up to eight hours a week of work supporting their student council. The previous person in this role did not use all eight hours, but I have been doing my best to find enough work to fill ten hours as they pay NZUSA \$50 and hour plus GST for this service. These eight hours are separate to my part-time hours as Vice-President.

Since the Student Connection elections, things have been a little quieter for me with this contract work. I developed and ran a training session for their class reps in May, and recently developed a framework for a class reps policy. Unfortunately, with one of my staff contacts resigned (and not

replaced), and another on sick leave, it has been difficult to liaise with the institute around my work. I have started some policy and constitutional work with the president, and we are looking at ways to strengthen and consolidate the new council as a voice for students.

I have been in touch with the Weltec and Whitireia CE about renewing the contract for another year from August. We will hopefully meet soon to discuss the terms, however things are looking promising, with good feedback on NZUSA's work being brought to him by his staff, student reps, and subsidiary board.

### **Other work**

I have continued to provide substantive and administrative support to the Welfare Committee, who have met twice since the last executive meeting. I have also been a part of weekly conversations with the Ministry of Education around COVID-19 student support. Looking forward, I will be working on setting up NZUSA's Income and Expenditure Report, a research report that has been commissioned every two to three years by NZUSA going back several decades, and that has been hugely beneficial in supporting our campaigns, lobbying, and wins.

### **Recommendation**

- THAT the National Executive approve this NZUSA Co-Vice-President Report

# Memorandum

To	NZUSA National Executive
From	Sam Smith
Date	1 <sup>st</sup> June 2020
Subject	National Vice President Report

## Purpose

The purpose of this report is to provide an overview of the work of my work as an NZUSA Vice President since the last National Executive meeting in May.

It was great to go back into the office this month and spend time with the National Office team. Together, we prepared for Budget day and worked on our response to it, continued meeting with the Ministry of Education and Ministry of Social Development to discuss student hardship arising from COVID-19, and we mapped out our projects for the rest of the year.

My key projects this month have primarily focussed on our organisational policy review. The Policy Committee met twice this month and I have put together a plan to review all our internal policies. I spent time helping the committee members reviewing their policies and providing input where needed.

Here is a brief overview of the key projects I have been working of this year:

### May (4<sup>th</sup>-31<sup>st</sup>)

- Continued weekly meetings with officials from the Ministry of Education, Studylink, Ministry of Social Development and other government departments to discuss COVID-19 related student hardship
- First Policy Committee meeting where we mapped out our organisational policy review
- Continued with weekly meetings with Ministry of Education, Ministry of Social Development, StudyLink and NZQA
- Met with ASA President and VP on several occasions to provide policy and financial advice
- Worked on Budget Dat preparation and NZUSA's press release in response to the Budget
- Continued working with Xero and our accountant to sort out our GST liability – this is still ongoing
- Filed GST return

- Planning session with NZUSA to map out projects and priorities for the remainder of the year
- Preparing Google Drive for policy review
- Reviewed Expenses and Reimbursements Policy, Meeting Policy and Communications Policy
- Reviewed the National Rainbow Students' Committee terms of reference
- Chaired second Policy Committee meeting
- Various day to day administrative tasks such as sending invoices, paying bills and processing payroll
- Put together agenda for this National Executive Meeting

### **Recommendation**

- THAT the National Executive approve the NZUSA Vice President Report

# Memorandum

To	NZUSA National Executive
From	Jahla Lawrence (Thursdays in Black National Coordinator)
Date	28 <sup>th</sup> May 2020
Subject	Thursdays in Black Aotearoa Update

## Update by NZUSA Representative

### Dealing with Disclosures Update

- There was an old document created by a team of Thursdays in Black representatives and members of Sexual Abuse Prevention Network, Wellington Sexual Abuse HELP Foundation and RapeCrisis, detailing how TiB members should handle disclosures.
- I am currently working with various parties to review and update this document for clubs that are unable to have formal disclosures training – and those that have but are still interested.

### TiB Manawatū

- Have meet with a representative from TiB Manawatū to learn more about their club, their team and their goals this year. They have recently joined our National Council and will attend first meeting this week.

### Thursdays in Black VUW leadership change

- The President of TIBVUW has stood down and they have elected another member of their team to takeover the position. I am currently working with this person to support them in their new role and help them strategise about the groups direction for the rest of the year.

### National Day of Action

- National Council has decided to put effort into planning a proper national day of action to align with Rape Awareness Week in May 2021. With COVID-19, its too much of a risk to plan in-person nationwide events. Rather we will collaborate to do a nationwide online campaign in place of a day of action.

### Social Media

- Currently designing a social media campaign aimed at dispelling rape myths for young people.
- For example, despite the fact that the term 'sexual assault' implies that sexual violence always has a physically aggressive element, physical assault is not required for an act to be sexually harmful.

### Thursdays in Black Shirts

- Currently trying to determine a way to streamline the shirt order/sending process that is safe for all parties involved and involves minimal handling etc. National Council raised the concern that if this process moves online clubs will lose the profit they were making from selling locally.

### Attended ITP Conference

- Spoke to ITP Representatives about establishing TIB on their campuses, had good feedback and communication from certain parties after the online conference. Will keep maintaining these connections.

### National Council

- Struggling to keep all the different group representatives engaged, understandable due to the current pandemic and the fact not many students are on campus. Hoping that move to Level 2 will encourage more brainstorming about how to best approach potentially moving to back to physical campuses in Semester 2.

### Recommendation

- THAT the National Executive note the Thursdays in Black Aotearoa Update

# Memorandum

To	National Executive
From	Sam Smith (NZUSA Policy Committee Chair)
Date	31 May 2020
Subject	NZUSA Policy Report

The NZUSA Policy Committee have been hard at work revisiting the organisation's internal policies. Since the last National Executive Meeting, POLCOM have met twice – first to discuss the process for the policy review this year, and the second to recommend policy changes.

POLCOM have been split into three pairs. Each pair will review one policy every 6 weeks with my feedback and input. Every POLCOM meeting, three policies will be discussed and the final version will be recommended to the National Executive. By the end of this year, we will have reviewed all of NZUSA's internal policies.

## Policy Review Update – Questions and Recommendations for National Executive

### *Meetings Policy*

- Clause 4.1 - Should we use a word like 'expectations' instead of 'kaupapa'? It has been raised that in some cases, NZUSA use Māori words in our formal documents that may be tokenistic. This is something to consider going forward.
- Clause 3.3 – Should the current wording "*The National Office will provide alternative means of attendance (i.e video conference) for members who are unable to attend National Executive meetings in person*" be replaced with "*Members are also able to attend meetings via an alternative means for example video conference.*" The question was asked whether attendance in person should be expected, or should members be free to attend in person or virtually? This concern mainly came from the sustainability implications of flying to meetings.
- **Recommend that these policy changes be accepted and the policy reviewed in 2 years' time.**

### *Expenses and Reimbursement Policy*

- Policy has been simplified and updated to reflect current practices.
- **Recommend that policy changes are approved and the policy is reviewed in 3 years time**

### *Communications Policy*



- This policy is small, self-explanatory and not in line with current practices.
- Some of the clauses of the policy should be incorporated into the Elected Representatives Policy, or the Delegations policy when they are reviewed.
- **Recommend that this policy be rescinded**

# Meeting Policy

Approved Date	
Review Date	

Deleted: September 2016

## 1. Purpose

1.1. The purpose of this policy is to outline the NZUSA National Executive meeting protocols.

Deleted: expectations for

Deleted: members and the National Office to ensure the smooth running of the organisation

## 2. Apologies

2.1. Apologies for a member organisation should be given no later than one week from the meeting date.

Deleted: two weeks

Deleted:

2.2. NZUSA meetings should take priority. If another commitment arises and a member organisation is unable to attend, the National President must be notified at the earliest possible convenience.

2.3. Apologies must contain a reason for the inability to attend. Where appropriate, this reason will be read to the National Executive and recorded in the minutes.

Deleted: This

## 3. Attendance

3.1. Presidents from member organisations attend National Executive meetings.

Deleted: While the local presidents are the traditional representative on the

3.2. Where the president is unable to attend a National Executive meeting, they may send a delegate in their place, as per the constitution.

Deleted: , there are constitutional means to

Deleted: the

3.3. The National Office will provide alternative means of attendance (i.e video conference) for members who are unable to attend National Executive meetings in person.

Deleted: of, when an inability to attend occurs. National Executive members are strongly encouraged to utilise this process.

Deleted: other means

Deleted: to attend if a physical presence is

Deleted: be achieved

## 4. Behaviour

4.1. The kaupapa for National Executive meetings is to be set at the first gathering of the National Executive.

Deleted: Exec

Deleted: and will be recorded in the board manual

## 5. Inquorate Meetings

5.1. Inquorate meetings should not occur, but if they do, the following will take place for those who are still able to attend and are unable to refund travel costs:

5.1.1. A review of the NZUSA Budget;

5.1.2. Review of the NZUSA Annual and Strategic Plan;

5.1.3. Reports from National Office representatives; and

5.1.4. Presentation of current research projects and campaigns.

5.2. Any proposed changes arising from an inquorate meeting will be circulated for discussion and moved for ratification at the next quorate meeting.

Deleted: to the above

Deleted: ratified

## 6. Meals

6.1. NZUSA, or the hosting member organisation, will cover the cost of morning tea, lunch and afternoon tea on the day of a meeting.

Deleted: as well as lunch

Deleted: Other

6.2. All other meals are to be covered by individual member organisations.

Deleted: the

Deleted: themselves

## 7. Meeting Dates

7.1. Meeting dates are to be decided at the first National Executive gathering of the year.

A review of these meeting dates may be held halfway through the year.

Deleted: will be circulated within one month

Deleted: start of the Nation President's term.

7.2. When setting the date for the Annual General Meeting, consideration should be given to other relevant student events.

Deleted: consensus will formalise these dates with a

Deleted: to

Deleted: Meeting dates will be proposed with taking into account

## 8. Preparation

8.1. Items for National Executive meetings will be sent five business days before the National Executive meeting.

Deleted: time constraints of National Executive members.

8.2. All National Executive members, regardless of their attendance, are expected to read the meeting packs before the meeting date. If members are unable to attend, questions may be sent to the National President.

Deleted: <#>National Executive members will record these dates in their diaries. Alternatively, a member of the National Executive can propose meeting dates to be an agenda item at a National Executive Meeting.† <#>General Meeting dates will be signalled with these meeting dates, but will not be confirmed until later in the year. Where possible the NZUSA Annual General Meeting will align with the SJS Annual General Meeting to allow for minimal travel costs.†

8.3. Professional development sessions during National Executive meetings will be planned with the National Executive at their first gathering.

Deleted: or not

Deleted: can

## 9. Travel

9.1. National Executive members are expected to arrange travel that arrives before the meeting start time and after the meeting finish time.

Deleted: Items for National Exec meetings will be sent five business days before the National Executive meeting.

9.2. The National Office will endeavour to arrange shared transport options where possible.

Deleted: Planning for professional

Deleted: formed in conjunction

Deleted: flights

Deleted: arrive

Deleted:

Deleted: national office

Deleted: provide

Deleted: from the airport to the meeting location but will notify if otherwise.

Deleted: ,

9.3. The National Office will take into account the cost of travel where possible.

# Meeting Policy

Approved Date	
Review Date	

## 1. Purpose

- 1.1. The purpose of this policy is to outline the NZUSA National Executive meeting protocols.

## 2. Apologies

- 2.1. Apologies for a member organisation should be given no later than one week from the meeting date.
- 2.2. NZUSA meetings should take priority. If another commitment arises and a member organisation is unable to attend, the National President must be notified at the earliest possible convenience.
- 2.3. Apologies must contain a reason for the inability to attend. Where appropriate, this reason will be read to the National Executive and recorded in the minutes.

## 3. Attendance

- 3.1. Presidents from member organisations attend National Executive meetings.
- 3.2. Where the president is unable to attend a National Executive meeting, they may send a delegate in their place, as per the constitution.
- 3.3. The National Office will provide alternative means of attendance (i.e video conference) for members who are unable to attend National Executive meetings in person.

## 4. Behaviour

- 4.1. The kaupapa for National Executive meetings is to be set at the first gathering of the National Executive.

## 5. Inquorate Meetings

- 5.1. Inquorate meetings should not occur, but if they do, the following will take place for those who are still able to attend and are unable to refund travel costs:
  - 5.1.1. A review of the NZUSA Budget;
  - 5.1.2. Review of the NZUSA Annual and Strategic Plan
  - 5.1.3. Reports from National Office representatives; and

5.1.4. Presentation of current research projects and campaigns.

5.2. Any proposed changes arising from an inquorate meeting will be circulated for discussion and moved for ratification at the next quorate meeting.

## **6. Meals**

6.1. NZUSA, or the hosting member organisation, will cover the cost of morning tea, lunch and afternoon tea on the day of a meeting.

6.2. All other meals are to be covered by individual member organisations.

## **7. Meeting Dates**

7.1. Meeting dates are to be decided at the first National Executive gathering of the year. A review of these meeting dates may be held halfway through the year.

7.2. When setting the date for the Annual General Meeting, consideration should be given to other relevant student events.

## **8. Preparation**

8.1. Items for National Executive meetings will be sent five business days before the National Executive meeting.

8.2. All National Executive members, regardless of their attendance, are expected to read the meeting packs before the meeting date. If members are unable to attend, questions may be sent to the National President.

8.3. Professional development sessions during National Executive meetings will be planned with the National Executive at their first gathering.

## **9. Travel**

9.1. National Executive members are expected to arrange travel that arrives before the meeting start time and after the meeting finish time.

9.2. The National Office will endeavour to arrange shared transport options where possible.

9.3. The National Office will take into account the cost of travel where possible.

# Expenses and Reimbursement Policy

Approved Date	▼
Review Date	▼

Deleted: June 2015

Deleted: June 2018

## 1. Purpose

1.1. The New Zealand Union of Students' Associations expects employees and representatives to act responsibly and professionally when incurring and submitting costs for NZUSA business. NZUSA will pay for and reimburse employees for reasonable expenses incurred while on official business.

Deleted: NZUSA

Deleted: These

Deleted: for example

Deleted:

Deleted: ~~<#>Approval process~~

1.2. Expenses include, but are not limited to, meals, taxis, rental cars, and other purchases made on behalf of the organisation for official business.

Deleted: and Executive Director are authorised to make purchases, or to delegate other employees and representatives authority to make purchases or claim reimbursements, within the Budget.  
The National Women's Rights Officer

## 2. Process

2.1. The NZUSA National President is authorised to make purchases or claim reimbursements, or delegate that authority to other employees or representatives, where the Budget allows.

Deleted: on behalf of Tertiary Women New Zealand, within the TOWNZ Budget and according to

Deleted: organisations own protocols

2.2. Employees or representatives who make purchases on behalf of, or claim reimbursements from NZUSA, must compile and give to the President all GST receipts, from those purchases, and any other material required.

Deleted: ~~<#>Accountability~~  
~~<#>Employee~~

Deleted: ~~<#>~~,

2.3. Receipts for reimbursement claims must be accompanied by a summary which outlines:

Deleted: ~~<#>~~ and/or Executive Director all:  
~~<#>Credit card~~

2.3.1. The nature of the expense;

Deleted: ~~<#>~~  
~~<#>Detailed merchant receipts~~  
~~<#>Accommodation~~

2.3.2. The cost; and

2.3.3. The date of purchase.

Deleted: ~~<#>~~ travel receipts  
~~<#>Taxi charge receipts~~  
~~<#>All~~

2.4. The expense summary and receipt must be approved by the President or Vice-President.

Deleted: ~~<#>~~ receipts where NZUSA money has been spent

Deleted: the cost was incurred

2.5. The President or Vice-President will inform the Finance, Risk and Audit Committee each quarter on the nature of expenses claimed by employees and representatives of the organisation.

Deleted: Expense summaries

Deleted: submitted with receipts and

Deleted: the Executive Director.

2.6. The Finance, Risk and Audit Committee and the National Executive have the right to challenge financially significant or otherwise concerning expenses and claims.

Deleted: Executive Director

Deleted: submit to

Deleted: Subcommittee of the National Executive regularly on the volume and

Deleted: Subcommittee has

# Expenses and Reimbursement Policy

Approved Date	
Review Date	

## 1. Purpose

- 1.1. The New Zealand Union of Students' Associations expects employees and representatives to act responsibly and professionally when incurring and submitting costs for NZUSA business. NZUSA will pay for and reimburse employees for reasonable expenses incurred while on official business.
- 1.2. Expenses include, but are not limited to, meals, taxis, rental cars, and other purchases made on behalf of the organisation for official business.

## 2. Process

- 2.1. The NZUSA National President is authorised to make purchases or claim reimbursements, or delegate that authority to other employees or representatives, where the Budget allows.
- 2.2. Employees or representatives who make purchases on behalf of, or claim reimbursements from NZUSA, must compile and give to the President all GST receipts from those purchases, and any other material required.
- 2.3. Receipts for reimbursement claims must be accompanied by a summary which outlines:
  - 2.3.1. The nature of the expense;
  - 2.3.2. The cost; and
  - 2.3.3. The date of purchase.
- 2.4. The expense summary and receipt must be approved by the President or Vice-President.
- 2.5. The President or Vice-President will inform the Finance, Risk and Audit Committee each quarter on the nature of expenses claimed by employees and representatives of the organisation.
- 2.6. The Finance, Risk and Audit Committee and the National Executive have the right to challenge financially significant or otherwise concerning expenses and claims.

# Communications Policy

Approved Date	June 2015
Review Date	June 2018

## 1. Purpose

1.1. The New Zealand Union of Students' Associations (NZUSA) expects our communications to be professional, reasonable and reflective of our values and mission.

## 2. Spokespeople

2.1. The President is the spokesperson for NZUSA. The President may delegate this role to a current member of the National Executive or other student representative on a case-by-case basis.

2.2. When the President is expected to be out of the country or on leave (sick or annual) for longer than seven days, he or she must delegate the spokesperson role.

2.3. The National Women's Rights Officer is the spokesperson for Tertiary Women New Zealand.

## 3. Delegation

3.1. The NZUSA President is authorised to issue media releases, post onto NZUSA's social media platforms and all other communications platforms.

3.2. The National Executive has the right to remove this authority should they feel the President is not acting in a representative fashion.

## 4. Communications Group

4.1. This voluntary group of association presidents (or their delegates) forms a digital discussion forum. The President will use this group to determine support for communications ideas and materials on a daily basis.

4.2. This group will allow consultation and more shared decision-making with fast enough engagement to allow for responsiveness when media events arise. It will ensure the President is closer to the views of members on issues and approaches.

4.3. Sensitive issues are expected to be brought to the entire National Executive.



# Memorandum

To	NZUSA National Executive
From	Isabella Lenihan-Ikin
Date	29 <sup>th</sup> May 2020
Subject	Revised National Executive Meetings and Annual Plan

## Purpose

The purpose of this memo is

- 1) to propose a revised plan for National Executive meetings for the remainder of 2020, including where they will be hosted.
- 2) To propose a revised annual plan for NZUSA.

Even if meetings do take place in person, we will ensure that Zoom will be available for those who would prefer to participate in the meeting virtually.

Date	Original location	Revised location	Workshop
5 June 2020	Christchurch	Zoom	Employment and HR
17 July 2020	Palmerston North	Zoom	Te Tiriti
28 August 2020	Dunedin	Under Level 1 – Dunedin (with Zoom available) Under level 2 or above - Zoom	Finance and Budgets
9 October 2020	Hamilton	Under Level 1 – Hamilton (with Zoom available) Under level 2 or above - Zoom	ROVE and NZIST
20 November 2020 <i>(penciled in, only if needed)</i>	Wellington	Under Level 1 – Wellington (with Zoom available) Under level 2 or above - Zoom	Associated with Congress

## NZUSA exists to fight for a barrier-free education for all

Objectives: how do we get there in 2020?

**Key**

**Cancelled**      **Additions**  
**Maybe**        **Achieved**

<p><b>Engagement</b>  <i>Build systems &amp; capability to engage directly with students from all walks of life</i></p>	<ul style="list-style-type: none"> <li>• Host a NZUSA Campus Tour (South Island, lower North Island and upper North Island) of member and non-member campuses</li> <li>• <b>Formalise a Memorandum of Understanding (MoU) with Tairā Pasifika</b></li> <li>• Establish a framework for enhancing the national representation of students who currently are not representation nationally; rainbow students, students with disabilities and postgraduate students.</li> <li>• <b>Co-host the inaugural ‘Whiri a te Tairā’, a joint Te Mana Ākonga, Tairā Pasifika and NZUSA hui</b></li> <li>• Formalise a Memorandum of Understanding with the Electoral Commission</li> <li>• Undertake a piece of representation research, and publish it, on the impact of Covid-19 on students</li> <li>• Conduct and publish the Income and Expenditure Report 2020</li> </ul>
<p><b>Democracy</b>  <i>Have democratic systems that allow for students of all demographics to participate</i></p>	<ul style="list-style-type: none"> <li>• Promote the elections for NZUSA positions, with the hope of achieving contested elections</li> <li>• Partnership with the Electoral Commission (with a formal MoU) to enhance the participation of students in the 2020 General Election.</li> </ul>
<p><b>Campaigns</b>  <i>Develop locally-driven, evidence-based campaigns that make a difference</i></p>	<ul style="list-style-type: none"> <li>• <del>Run a successful, non-partisan Debt Free Futures campaign</del></li> <li>• <del>Run a successful ‘restore post graduate allowance’ campaign</del></li> <li>• In partnership with Te Mana Ākonga and Tairā Pasifika, run a Universal Education</li> </ul>

	<p>Income/Te Rourou Matanui-a-Wānanga campaign through to the General Election</p> <ul style="list-style-type: none"> <li>• Student Accommodation Review Campaign</li> <li>• National Student Action Plan on Covid-19</li> <li>• Increase the presence of the Thursdays in Black campaign on tertiary campuses.</li> </ul>
<p><b>Student Voice</b> <i>Build a National Centre for Student Voice</i></p>	<ul style="list-style-type: none"> <li>• Enhance the representation and participation of students within NZUSA conferences and spaces: NZUSA National Conference ITP summit, Student Voice Summit, NZUSA Congress</li> <li>• <b>Continue building the membership of NZUSA</b></li> <li>• Enhance the engagement with non-members</li> <li>• Support the professional development of NZUSA member-Presidents by offering professional development workshops at every National Executive meeting</li> <li>• Develop a 5 year NZIST Engagement Strategy</li> </ul>
<p><b>Communication</b> <i>Measure &amp; report internally &amp; publicly on what we do</i></p>	<ul style="list-style-type: none"> <li>• Grow our communication channels and traditional media presence</li> <li>• Increase social media (Facebook, Instagram, Twitter) engagement</li> <li>• Monthly NZUSA member engagement (monthly NZUSA standing item on member Executive/Council meetings)</li> <li>• <b>Host a NZUSA 90<sup>th</sup> Birthday celebration</b></li> <li>• Enhance engagement in student magazines</li> <li>• Develop a Student Advocates Network, comprised of all the NZUSA member association Student Advocates.</li> <li>• Refresh the NZUSA Website</li> </ul>

# Memorandum

To	NZUSA National Executive
From	Andrew Lessells (FRAC Chair)
Date	28 <sup>th</sup> May 2020
Subject	NZUSA Governance Reform Working Group

## Purpose

In discussion with National Office, as FRAC Chair, I would like to propose that we undertake a governance review in 2020 to reflect on the changes made in 2018 (which are currently in place) and to determine whether the current structure for governance is fit for purpose. In contrast to 2018 review that focused on the structure and composition of our National Office, I suggest that this looks at the National Executive, and the governance structure to determine whether it is the best design for NZUSA.

Here are some challenges that come to mind as an example of what this Working Group may look at:

- NZUSA is led and governed by the National Executive, however the heavy commitments of running one's own council or association means that this direction can be absent.
- Due to the fast turnover of member Presidents and National Office representatives, we can often lose a significant amount of institutional knowledge that takes time to regain.
- Our governance structure doesn't effectively represent disadvantaged groups in tertiary education, despite constant commitments to represent their needs.
- With the current governance structure, the more members we have, the more people sit on the National Executive. This may lead to an Executive that is too large to be effective.
- There is a disparity in voice between ITP and University members.

Any proposed changes would be brought to NZUSA Congress at the end of this year for approval by the wider membership.

## Recommendation

I propose that we establish a Governance Review Working Group consisting of the following people:

- FRAC Chair

- 1 National Office Representative
- 3 National Executive Representatives (at least 1 University and 1 ITP representative)
- 1 Te Mana Ākonga Representative
- 1 Tauria Pasifika Representative

If you'd like to sit on this Working Group, please let me know. If we have multiple expressions of interest for the National Executive representatives we will hold a vote.

*\*Contents taken from email sent to National Executive on 28<sup>th</sup> May 2020\**