



## Te Pūkenga Council Meeting

|                        |                             |  |
|------------------------|-----------------------------|--|
| <b>Date</b>            | Thursday, 9 February 2023   |  |
| <b>Time</b>            | 8.30 am                     |  |
| <b>Venue</b>           | Zoom                        |  |
| <b>Council Members</b> | Murray Strong (Chairperson) | Kim Ngārimu (Deputy Chairperson)       |
|                        | Maryann Geddes              | Kathy Grant                            |
|                        | Sam Huggard                 | Tania Hodges                           |
|                        | Teorongonui Josie Keelan    | Tagaloatele Peggy Fairbairn-Dunlop     |
|                        | Jordan Gush                 | Heath Sawyer                           |
|                        | Jeremy Morley               | John Brockies                          |
| <b>In attendance</b>   | Peter Winder                | Acting Council Secretary Rebecca Donne |
|                        | ELT                         |  |

### Open Agenda

1. Welcome/Apologies/Notices
2. **Administration**
  - 2.1. Council Calendar, Council workflow and Schedule of Committees
  - 2.2. Register of Interests
  - 2.3. Minutes (draft) of the meeting held 28 November 2022 (ordinary meeting)
    - 2.3.1. Matters Arising
  - 2.4. Action List - Open
3. Chief Executive's Report
4. **Reports from Committees**
  - 4.1. Minutes from Health Safety and Wellbeing Committee held 13 December (draft)
  - 4.2. Minutes from Interim Learner Advisory Committee held 8 December (draft)
  - 4.3. Minutes from Interim Kaimahi Advisory Committee held 30 November (draft)
  - 4.4. Minutes from Te Poari Akoranga held 7 December (draft)

## Agenda

5. **Correspondence**
  - 5.1. Nil
6. *Formal Motion for Moving into Committee*

### Closed Agenda

7. **Administration**
  - 7.1. Minutes (draft) from public excluded meetings held:
    - 28 November 2022 (ordinary meeting)
    - 12 December 2022 (extraordinary meeting)
  - 7.1.1. Matters Arising
  - 7.2. Action List - Confidential
8. Chief Executive's Report
9. **Strategy**
  - 9.1. Strategic component of Investment Plan
  - 9.2. Disestablishment of Transformation Committee
  - 9.3. Enrolment and international student update
10. **Financial Reports**
  - 10.1. Te Pūkenga November 2022 Financial Report
11. **Risk and Compliance**
  - 11.1. Weltec Exit agreement
12. **Reports from Committees**
  - 12.1. Minutes from Transformation Committee 13 December 2022 (draft)
  - 12.2. Minutes from Interim Learner Advisory Committee held 8 December (draft)
  - 12.3. Report from Programme Board
  - 12.4. Minutes from Interim Kaimahi Advisory Committee held 30 November (draft)
  - 12.5. Minutes from Te Poari Akoranga held 7 December (draft)
  - 12.6. Minutes of additional Te Poari Akoranga meeting held on 16 December 2022 (draft)

## Agenda

- 12.7. Minutes of Special Te Poari Akoranga meeting held on 19 December 2022 (draft)
  
- 13. **Correspondence (Inwards)**
  - 13.1. Letter from Minister of Education regarding Te Pūkenga Statement of Performance Expectations 2023
  - 13.2. Letter from Ministry regarding application for a new Consent to Borrow
  
- 14. **Correspondence (Outwards)**
  - 14.1. Letter to Minister of Education regarding Key Systems Single Stage Business Case
  - 14.2. Letter to Ministry regarding capital thresholds for Te Pūkenga for 2023
  - 14.3. Letter to Ministry regarding Consent to Borrow
  - 14.4. Letter to Minister of Education congratulating her on her appointment
  - 14.5. Letter to Minister of Education regarding Briefing to Incoming Minister, with briefing
  
- 15. **Any Other Business**
  - Formal motion for moving out of Committee*

# 1. Welcome/Apologies/Notices

## 2. Administration

2.1. Council Calendar and Schedule of Committees

|   | JAN                            | FEB                               | MAR                                 | APR                               | MAY                                   | JUN                                   | JUL                             | AUG                            | SEP                  | OCT                                       | NOV                            | DEC                    |   |
|---|--------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------|--------------------------------|----------------------|---|--------------------------------|------------------------|---|
| S | 1 New Year's Day               |                                   |                                     |                                   |                                       |                                       |                                 |                                |                      | 1   |                                |                        | S |
| M | 2 Day After New Year's Day     |                                   |                                     |                                   | 1                                     |                                       |                                 |                                |                      | 2   |                                |                        | M |
| T | 3                              |                                   |                                     |                                   | 2 TPA - RMRPG                         |                                       |                                 | 1 TPA - RMRPG                  |                      | 3 TPA - RMRPG                             |                                |                        | T |
| W | 4                              | 1                                 | 1 Council meeting                   |                                   | 3 Council meeting / Te Poari Akoranga |                                       |                                 | 2 Council meeting              |                      | 4 Council meeting                         | 1 Council meeting              |                        | W |
| T | 5                              | 2                                 | 2                                   |                                   | 4 Council workshop                    | 1                                     |                                 | 3                              |                      | 5 TPA - AKO                               | 2 TPA - AKO                    |                        | T |
| F | 6                              | 3                                 | 3                                   |                                   | 5                                     | 2                                     |                                 | 4                              | 1                    | 6   | 3                              | 1                      | F |
| S | 7                              | 4                                 | 4                                   | 1                                 | 6                                     | 3                                     | 1                               | 5                              | 2                    | 7   | 4                              | 2                      | S |
| S | 8                              | 5                                 | 5                                   | 2                                 | 7                                     | 4                                     | 2                               | 6                              | 3                    | 8   | 5                              | 3                      | S |
| M | 9                              | 6 Waitangi Day                    | 6                                   | 3                                 | 8                                     | 5 King's birthday                     |                                 | 7                              | 4                    | 9   | 6                              | 4 Westland anniversary | M |
| T | 10                             | 7 TPA - RMRPG                     | 7 TPA - RMRPG                       | 4 TPA - RMRPG                     | 9                                     | 6 TPA - RMRPG                         | 4 TPA - RMRPG                   | 8                              | 5 TPA - RMRPG        | 10 TPA - QUALITY                          | 7 TPA - RMRPG                  | 5 TPA - RMRPG          | T |
| W | 11                             | 8 Council meeting / TPA - QUALITY | 8 TPA - QUALITY                     | 5 Council meeting / TPA - QUALITY | 10 TPA - QUALITY                      | 7 Council meeting / Te Poari Akoranga | 5 Council meeting / TPA QUALITY | 9 TPA - QUALITY                | 6 Council meeting    | 11  | 8 TPA - QUALITY                | 6 Council meeting      | W |
| T | 12                             | 9                                 | 9 TPA - AKO                         | 6                                 | 11                                    | 8                                     |                                 |                                |                      |   |                                |                        | T |
| F | 13                             | 10                                | 10                                  | 7 Good Friday                     | 12                                    | 9                                     | 7                               | 11                             | 8                    | 12  | 9                              | 8                      | F |
| S | 14                             | 11                                | 11                                  |                                   | 13                                    | 10                                    | 8                               | 12                             | 9                    | 13  | 10                             | 9                      | S |
| S | 15                             | 12                                | 12                                  | 9                                 | 14                                    | 11                                    | 9                               | 13                             | 10                   | 14  | 11                             | 10                     | S |
| M | 16                             | 13                                | 13 Taranaki anniversary             | 10 Easter Monday                  | 15                                    | 12                                    | 10                              | 14                             | 11                   | 15  | 12                             | 11                     | M |
|   |                                | 14                                | 14                                  |                                   | 16                                    | 13                                    |                                 | 15                             | 12                   | 16  | 13                             | 12                     |   |
| T | 17                             |                                   |                                     | 11 Southland anniversary          |                                       | 14                                    | 11                              |                                |                      | 17  | 14                             | 12                     | T |
| W | 18                             | 15 TPA - APPROVALS                | 15                                  | 12 TPA - QUALITY                  | 17 TPA - APPROVALS                    | 14 TPA - QUALITY                      | 12 Te Poari Akoranga            | 16 Te Poari Akoranga           | 13 TPA - QUALITY     | 18 TPA - APPROVALS                        | 15 TPA - APPROVALS             | 13 TPA - QUALITY       | W |
|   |                                | 16 TPA AKO                        |                                     |                                   |                                       |                                       |                                 |                                | 14                   |   |                                | 14                     |   |
| T | 19                             |                                   | 16                                  | 13 TPA - AKO                      | 18 TPA - AKO                          | 15                                    | 13                              | 17                             |                      | 19  | 16                             |                        | T |
| F | 20                             | 17                                | 17                                  | 14                                | 19                                    | 16                                    | 14 Matariki                     | 18                             | 15                   | 20 Hawke's Bay anniversary                | 17 Canterbury anniversary      | 15                     | F |
| S | 21                             | 18                                | 18                                  | 15                                | 20                                    | 17                                    | 15                              | 19                             | 16                   | 21  | 18                             | 16                     | S |
| S | 22                             | 19                                | 19                                  | 16                                | 21                                    | 18                                    | 16                              | 20                             | 17                   | 22  | 19                             | 17                     | S |
| M | 23 Wellington Anniversary      | 20                                | 20 Otago anniversary                | 17                                | 22                                    | 19                                    | 17                              | 21                             | 18                   | 23 Labour Day                             | 20                             | 18                     | M |
| T | 24                             | 21                                | 21                                  | 18                                | 23                                    | 20                                    | 18                              | 22                             | 19                   | 24 AC (LAC)                               | 21                             | 19                     | T |
| W | 25 Q4 report out of cycle      | 22 RAC / Te Poari Akoranga        | 22 TPA - APPROVALS                  | 19 AC (ILAC) / TPA - APPROVALS    | 24 AC (KM)                            | 21 AC (ILAC) / TPA - APPROVALS        | 19 TPA - APPROVALS              | 23 AC (ILAC) / TPA - APPROVALS | 20 Te Poari Akoranga | 25 Fincap - Q3 Report / Te Poari Akoranga | 22 Te Poari Akoranga           | 20 TPA - APPROVALS     | W |
| T | 26 TPA - AKO                   | 23                                | 23                                  | 20 AC (KM)                        | 25 AC (KM)                            | 22 AC(KM) / TPA - AKO                 | 20                              | 24 AC (KM)                     | 21                   | 26 AC (KM)                                | 23                             | 21                     | T |
| F | 27                             | 24 TPA - APPEALS                  | 24                                  | 21 AC (IKAC)                      | 26 AC (KM)                            | 23 AC (IKAC)                          | 21                              | 25 AC (IKAC)                   | 22                   | 27 AC (KAC)                               | 24                             | 22                     | F |
| S | 28                             | 25                                | 25                                  | 22                                | 27                                    | 24                                    | 22                              | 26                             | 23                   | 28  | 25                             | 23                     | S |
| S | 29                             | 26                                | 26                                  | 23                                | 28                                    | 25                                    | 23                              | 27                             | 24                   | 29  | 26                             | 24                     | S |
| M | 30 Auckland/Nelson Anniversary | 27                                | 27                                  | 24                                | 29                                    | 26                                    | 24                              | 28                             |                      | 25 South Canterbury anniversary           | 27 Chatham islands anniversary | 25 Christmas Day       | M |
| T | 31                             | 28                                | 28 RemCo                            | 25 ANZAC day                      | 30                                    | 27                                    | 25                              | 29                             | 26                   | 31  | 28                             | 26 Boxing Day          | T |
| W |                                |                                   | 29 Fincap / HSW / Te Poari Akoranga | 26 RAC / Fincap - Q1 report       |                                       | 28 Fincap / RAC / HSW                 | 26                              | 30 RAC / Fincap - Q2 report    |                      |   | 29 Fincap / RAC / HSW          |                        | W |
|   |                                |                                   | 30                                  | 27                                | 31 FinCap                             | 29 RemCo                              | 27 TPA - AKO                    |                                |                      | 27 Fincap / HSW / TPA - APPROVALS         | 30 RemCo                       | 27                     |   |
| T |                                |                                   | 31                                  | 28 Annual report Council meeting  |                                       | 30                                    | 28                              | 31 TPA - AKO                   | 28 RemCo             |   |                                | 28                     | T |
| F |                                |                                   |                                     | 29                                |                                       |                                       | 29                              |                                | 29                   |   |                                | 29                     | F |
| S |                                |                                   |                                     | 30                                |                                       |                                       | 30                              |                                | 30                   |   |                                | 30                     | S |
| S |                                |                                   |                                     |                                   |                                       |                                       | 31                              |                                |                      |   |                                | 31                     | S |
| M |                                |                                   |                                     |                                   |                                       |                                       |                                 |                                |                      |   |                                |                        | M |
| T |                                |                                   |                                     |                                   |                                       |                                       |                                 |                                |                      |   |                                |                        | T |
|   | JAN                            | FEB                               | MAR                                 | APR                               | MAY                                   | JUN                                   | JUL                             | AUG                            | SEP                  | OCT                                       | NOV                            | DEC                    |   |

2.1. Council Calendar and Schedule of Committees

|                | January  | February                             | March   | April  | May  | June  | July  | August                  | September                              | October  | November   | December                   |                      |
|----------------|--|--------------------------------------|---|--|--|---|---|-------------------------|--|--|--|----------------------------|----------------------|
| <b>Council</b> | <b>Out of cycle Approval of Q4 2022 report</b><br>25 January | <b>9 February meeting</b>            | <b>1 March meeting</b>  | <b>5 April meeting</b>                                 | <b>3 May meeting</b>                                   | <b>7 June meeting</b>                           | <b>5 July meeting</b>   | <b>2 August meeting</b> | <b>6 September meeting</b>             | <b>4 October meeting</b>                       | <b>1 November meeting</b>                                  | <b>6 December meeting</b>  |                      |
|                |  | Approve Q4 monitoring report         | Audit plan  | <b>28 April 2022 Annual Report meeting</b>             | <b>4 May workshop</b>                                  |   |   |                         | <b>7 September workshop</b>            |  |  |                            |                      |
|                |  | 2022 Health and Safety Annual Report | 2022 year-end financial statements  | Approve Q1 quarterly monitoring report                 | Approve 2024 Council and Committee meeting dates       | Fee Setting (including student levy)            |   |                         | Approve Q2 quarterly monitoring report | Stakeholder engagement                         | Approve Q3 quarterly monitoring report                     | Approve 2024 budget        | Committee membership |
|                |  | Stakeholder engagement planning      | Review Transformation Committee's delegated authority                     | Approve annual report and accounts                     | 3+9 reforecast   | Note draft investment plan                      |   |                         | June Financial update                  | July financial update                          | Approve statement of performance expectations              | September Financial update | Council member fees  |
|                |  | Indicative 2022 financial update     | Year to date financial update   | Receive audit  | March financial update                                 | May financial update                            |   |                         | Note SPE 2024                          | 6+6 reforecast                                 | August financial update                                    | Strategic Risk Register    | Council indemnity    |
|                |  |                                      | Strategic Risk Register   | February year to date financial update                 |  | Investment Plan                                 |   |                         | Note SOI 2024-27                       | Strategic Risk Register                        | Approve draft SPE  | Insurance approval         | Oct financial update |
|                |  |                                      | Approve permanent Kaimahi and Learner Advisory Committee election process | Approve remuneration for permanent Advisory Committees | Approve appointment process for permanent Komiti Māori | Group Treasury Policy                           | Note letter to Minister on Co-governance / Co-leadership approach |                         | Note SPE 2024                          | Approve draft SOI                              | Approve final SPE  | Succession planning        |                      |
|                |  |                                      |   |  |  |   |   | Note SOI 2024-27        |  |  |  |                            |                      |
|                |  |                                      |   |  |  |   | Strategic Risk Register   |                         |  | Approve final investment plan                  |  | Approve final SOI          |                      |
|                |  |                                      |   |  |  |   | Approve Committee ToRs  |                         |  | Note draft Briefing to Incoming Minister (BIM) | Indicative General Election timing (late Sept – early Oct) | Approve BIM                |                      |
|                |  |                                      |   |  |  | Consider Co-governance / Co-leadership approach |   |                         |  |  |  |                            |                      |

2.1. Council Calendar and Schedule of Committees

|   |  |  |  |   |   |   |                       |  |                            |   |  |  |
|---|--|--|--|---|---|---|-----------------------|--|----------------------------|---|--|--|
| <p><b>Risk and Audit Committee</b><br/>(meets at least four times a year)</p>                 |  | <p><b>22 February</b><br/>Legislative compliance<br/>Indicative external audit plan<br/>Strategic risk register<br/>Approve internal audit plan<br/>Risk deep dive</p> |  | <p><b>26 April</b><br/>Endorse annual report and accounts<br/>Receive audit Policy<br/>Review Insurance plan<br/>Risk deep dive</p> |   | <p><b>28 June</b><br/>Internal audit Review<br/>Insurance update<br/>Committee ToR<br/>Group Treasury Policy<br/>Strategic Risk Register<br/>BCP maturity assessment<br/>Risk framework</p> |                       | <p><b>30 August</b><br/>Strategic risk register<br/>Internal audit<br/>Legislative compliance<br/>Policy review<br/>Risk deep dive</p> |                            |   | <p><b>29 November</b><br/>Internal audit<br/>Insurance approval<br/>Strategic Risk Register<br/>BCP maturity assessment<br/>Risk framework</p> |  |
| <p><b>Finance and Capital Investment Committee</b><br/>(meets at least four times a year)</p> |  | <p><b>22 February</b></p>  | <p><b>29 March</b><br/>Update on plan to deliver property strategy<br/>2022 year-end financial statements Update on plan for asset divestment quick wins<br/>Year to date financial update</p> | <p><b>26 April</b></p>  | <p><b>31 May</b><br/>Property strategy Asset divestment<br/>March financial update<br/>3+9 reforecast</p> | <p><b>28 June</b><br/>Property strategy Asset divestment<br/>Endorse fee setting (including student levy) Committee ToR<br/>Review Group Treasury Policy<br/>May financial update</p>       | <p><b>26 July</b></p> | <p><b>30 August</b><br/>Property strategy Asset divestment<br/>June financial update<br/>6+6 reforecast</p>                            | <p><b>27 September</b></p> | <p><b>25 October</b><br/>Property strategy Asset divestment<br/>Draft 2024 budget<br/>August financial update</p> | <p><b>29 November</b><br/>Property strategy Asset divestment<br/>Endorse 2024 budget<br/>September financial update</p>                        |  |
| <p><b>Health, Safety and Wellbeing Committee</b><br/>(meets at least four times a year)</p>   |  |  | <p><b>29 March</b></p>   |   |   | <p><b>28 June</b></p>   |                       |  | <p><b>27 September</b></p> |   | <p><b>29 November</b></p>  |  |



2.1. Council Calendar and Schedule of Committees

|  |  |   |  |  |  |   |                       |   |                            |   |                           |  |
|--|--|---|--|--|--|---|-----------------------|---|----------------------------|---|---------------------------|--|
| <p><b>Appointment and Remuneration Committee</b><br/>(meets at least twice a year)</p>                 |  |   | <p><b>28 March</b><br/>Rem for permanent Advisory Committees</p>                                       |  |  | <p><b>29 June</b></p>   |                       |   | <p><b>28 September</b></p> |   | <p><b>30 November</b></p> |  |
| <p><b>Transformation Committee</b><br/>(meeting agendas determined by the Interim Programme Board)</p> |  | <p><b>22 February</b></p>   |  |  |  |   |                       |   |                            |   |                           |  |
| <p><b>Te Poari Akoranga</b><br/>(meets monthly)</p>  |  | <p><b>22 February</b><br/>ToR, Tikanga Whakahaere and workplan<br/>Induction<br/>Pastoral Care Code<br/>Self Review reports</p> | <p><b>29 March</b><br/>ADI Action Plan<br/>Ohu workplans<br/>Te Ohu Whakahaere<br/>Ōritetanga ToRs</p> |  | <p><b>3 May</b><br/>Business Division Annual Reports<br/>Ohu Evaluative Report<br/>Rep Group Evaluative Report</p> | <p><b>7 June</b><br/>TP Programme Portfolio<br/>Business Division Annual Reports<br/>Ohu Evaluative Report<br/>Rep Group Evaluative Report<br/>TPA ToR, Tikanga Whakahaere and workplan</p> | <p><b>12 July</b></p> | <p><b>16 August</b></p>                                 | <p><b>20 September</b></p> | <p><b>25 October</b></p>                                      | <p><b>22 November</b></p> |  |
| <p><b>Komiti Māori</b><br/>(meets minimum of quarterly)</p>  |  |   |  | <p><b>20 April</b><br/>Planning for Co-governance / Co-leadership<br/><br/>Process to appoint permanent Komiti Māori</p> | <p><b>24 – 26 May</b><br/>Co-governance / Co-leadership</p>  | <p><b>22 June</b></p>   |                       | <p><b>24 August</b><br/>Investment Plan<br/>SPE/SOI</p> |                            | <p><b>26 October</b><br/>Induction for members<br/>Budget</p> |                           |  |
| <p><b>Interim Learner Advisory Committee</b><br/>(meets quarterly)</p>                                 |  |   |  | <p><b>19 April</b></p>   |  | <p><b>21 June</b></p>   |                       | <p><b>23 August</b><br/>Investment Plan<br/>SPE/SOI</p> |                            | <p><b>24 October</b><br/>Induction for members<br/>Budget</p> |                           |  |
| <p><b>Interim Kaimahi Advisory Committee</b><br/>(meets quarterly)</p>                                 |  |   |  | <p><b>21 April</b></p>   |  | <p><b>23 June</b></p>   |                       | <p><b>25 August</b><br/>Investment Plan<br/>SPE/SOI</p> |                            | <p><b>27 October</b><br/>Induction for members<br/>Budget</p> |                           |  |

## DRAFT 2023 Schedule of Committees of Te Pūkenga Council as at 9 February 2023

### Risk and Audit Committee

| Name             | Role   | Meeting Dates     |
|------------------|--------|-------------------|
| 1. John Brockies | Chair  | 22 February 2023  |
| 2. Kathy Grant   | Member | 26 April 2023     |
| 3. Jeremy Morley | Member | 28 June 2023      |
| 4. Murray Strong | Member | 30 August 2023    |
| 5. Kim Ngarimu   | Member | 29 November 2023  |
|                  |        | Further dates TBC |

### Finance and Capital Investment Committee/Prev. Capital Asset Management and Infrastructure

| Name             | Role   | Meeting Dates     |
|------------------|--------|-------------------|
| 1. Kathy Grant   | Chair  | 22 February 2023  |
| 2. Tania Hodges  | Member | 29 March 2023     |
| 3. Murray Strong | Member | 26 April 2023     |
| 4. John Brockies | Member | 31 May 2023       |
| 5. Josie Keelan  | Member | 28 June 2023      |
|                  |        | 26 July 2023      |
|                  |        | 30 August 2023    |
|                  |        | 27 September 2023 |
|                  |        | 25 October 2023   |
|                  |        | 29 November 2023  |

### Health, Safety and Wellbeing Committee

| Name                      | Role   | Meeting Dates     |
|---------------------------|--------|-------------------|
| 1. Sam Huggard            | Chair  | 29 March 2023     |
| 2. Peggy Fairbairn-Dunlop | Member | 28 June 2023      |
| 3. Maryann Geddes         | Member | 27 September 2023 |
| 4. Murray Strong          | Member | 29 November 2023  |
| 5. Josie Keelan           | Member |                   |
| 6. Heath Sawyer           | Member |                   |

### Appointment and Remuneration Committee

| Name              | Role   | Meeting Dates     |
|-------------------|--------|-------------------|
| 1. Maryann Geddes | Chair  | 28 March 2023     |
| 2. Kim Ngarimu    | Member | 29 June 2023      |
| 3. Murray Strong  | Member | 28 September 2023 |
|                   |        | 30 November 2023  |

### Transformation Committee

| Name               | Role   | Meeting Dates                    |
|--------------------|--------|----------------------------------|
| 1. Murray Jack     | Chair  | 22 February 2023 (final meeting) |
| 2. Sir Brian Roche | Member |                                  |
| 3. Murray Strong   | Member |                                  |

## 2.1. Council Calendar and Schedule of Committees

|                  |        |  |
|------------------|--------|--|
| 4. Kim Ngārimu   | Member |  |
| 5. John Brockies | Member |  |

### Interim Learner Advisory Committee (ILAC)

| Name                 | Role     | Meeting Dates – TENTATIVE |
|----------------------|----------|---------------------------|
| 1. Jordan Gush       | Co-Chair | 19 April 2023             |
| 2. Dahrian Watene    | Co-Chair | 21 June 2023              |
| 3. Henry Geary       | Member   | 23 August 2023            |
| 4. Lupe Kautoke      | Member   |                           |
| 5. Nina Lee Griffith | Member   |                           |
| 6. Hamish Duncan     | Member   |                           |
| 7. Ezra Tamati       | Member   |                           |
| 8. Skyla Flower      | Member   |                           |

### Learner Advisory Committee (LAC)

| Name | Role | Meeting Dates – TENTATIVE |
|------|------|---------------------------|
| TBC  | TBC  | 24 October 2023           |

### Interim Kaimahi Advisory Committee (IKAC)

| Name                  | Role     | Meeting Dates – TENTATIVE |
|-----------------------|----------|---------------------------|
| 1. Heath Sawyer       | Co-Chair | 21 April 2023             |
| 2. Nippy Paea         | Co-Chair | 23 June 2023              |
| 3. Andrea Armstrong   | Member   | 25 August 2023            |
| 4. Ang Cooper         | Member   |                           |
| 5. Barry Paterson     | Member   |                           |
| 6. Craig Ludlow       | Member   |                           |
| 7. Henry Ma'alo       | Member   |                           |
| 8. Ian MacDonald      | Member   |                           |
| 9. Jessica Costall    | Member   |                           |
| 10. Jody Takimoana    | Member   |                           |
| 11. Linda Aumua       | Member   |                           |
| 12. Mary-Liz Broadley | Member   |                           |
| 13. Ramari Raureti    | Member   |                           |
| 14. Rhys Thurston     | Member   |                           |
| 15. Scott Casley      | Member   |                           |
| 16. Warwick Shillito  | Member   |                           |
| 17. Keri Youngman     | Member   |                           |
| 18. Ali Bahmad        | Member   |                           |

### Kaimahi Advisory Committee (KAC)

| Name | Role | Meeting Dates – TENTATIVE |
|------|------|---------------------------|
| TBC  | TBC  | 27 October 2023           |

2.1. Council Calendar and Schedule of Committees

**Interim Māori Advisory Committee (Komiti Māori)**

| Name                        | Role              | Meeting Dates – TENTATIVE |
|-----------------------------|-------------------|---------------------------|
| 1. Teorongonui Josie Keelan | Co-Chair          | 20 April 2023             |
| 2. Bentham Ohia             | Co-Chair          | 24 May 2023               |
| 3. Ramari Raureti           | Member (IKAC Rep) | 25 May 2023               |
| 4. Glenda Taituha           | Member            | 26 May 2023               |
| 5. Jasmine Te Hira          | Member            | 22 June 2023              |
| 6. Dahrian Watene           | Member (ILAC Rep) | 24 August 2023            |

**Māori Advisory Committee (Komiti Māori)**

| Name | Role | Meeting Dates – TENTATIVE |
|------|------|---------------------------|
| TBC  | TBC  | 26 October 2023           |

**Te Poari Akoranga**

| Name                  | Role  | Meeting Dates  |
|-----------------------|---|--|
| 1. Megan Gibbons      | Co-Chair  | 22 February 2023   |
| 2. Jeanette Grace     | Co-Chair  | 29 March 2023  |
| 3. Michael Alsford    | Member (Co-Chair Te Ohu Whakahaere Ako)                                       | 3 May 2023<br>7 June 2023  |
| 4. Linda Aumua        | Member (IKAC Rep)   | 12 July 2023   |
| 5. Fiona Beals        | Member (Co-Chair Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate) | 16 August 2023<br>20 September 2023<br>25 October 2023<br>22 November 2023 |
| 6. Te Urikore Biddle  | Member  |  |
| 7. Mary-Liz Broadley  | Member (IKAC Rep)   |  |
| 8. Glynnis Brook      | Member (Co-Chair Te Ohu Whakahaere [Academic] Appeals)                        |  |
| 9. Te Wai Collins     | Member (Co-Chair Te Ohu Whakahaere Ako)                                       |  |
| 10. Hamish Duncan     | Member (ILAC Rep)   |  |
| 11. Henry Geary       | Member (ILAC Rep)   |  |
| 12. Annemarie Gillies | Member (Co-Chair Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate) |  |
| 13. Kieran Hewitson   | Member (DCE Partnerships & Equity delegate)                                   |  |
| 14. Kim Isherwood     | Member (Co-Chair Te Ohu Whakahaere Quality)                                   |  |
| 15. Diane Lithgow     | Member (Co-Chair Te Ohu Whakahaere Approvals)                                 |  |
| 16. Doug Pouwhare     | Member (Co-Chair Te Ohu Whakahaere Approvals)                                 |  |
| 17. Jasmine Te Hira   | Member (Kōmiti Māori Rep)   |  |
| 18. Deborah Young     | Co-Member (Co-Chair Te Ohu Whakahaere Quality)                                |  |

Also note Te Poari Akoranga sub-committees TPA – RMRPG, TPA – AKO, TPA – QUALITY, TPA – APPROVALS, TPA – APPEALS, TPA – ORITETANGA meet on dates noted in the Governance Calendar



## Te Pūkenga Council

### Register of Interests as at 12 December 2022

| Name   | Interest  | Nature of Interest                  |
|--|---|-------------------------------------|
| <b>Murray Strong</b><br>Chairperson          | Centre of Digital Excellence  | Chairperson                         |
|  | Southern Lakes Events Investment Panel  | Independent Chairman                |
|  | Digital Transformation Programme Board, New Dunedin Hospital, Southern District Health Board    | Independent Chairman                |
| <b>Kim Ngārimu</b><br>Deputy Chairperson     | Medical Council of New Zealand  | Council member                      |
|  | Waitangi Tribunal   | Member                              |
|  | Te Māngai Pāhō Māori Broadcasting Funding Agency  | Board member                        |
|  | NTK Limited and Tāua Ltd  | Director and shareholder            |
|  | Herewini Te Koha, CE of Te Rūnanganui o Ngāti Porou, signatory to regional submissions on RoVE  | Husband                             |
|  | NZ Healthcare Bidco and NZ Healthcare Holdco, operating as Evolution Health (from 30 June 2022) | Director                            |
| <b>Mary-Ann Geddes</b>                       | Southern Lakes English College  | Director                            |
| <b>Kathy Grant</b><br>Member                 | Leslie Groves Home & Hospital   | Person closely related Board member |
|  | Dunedin Diocesan Trust Board  | Person closely related Chair        |
|  | Central Lakes Trust (as from 1 December)  | Trustee                             |
|  | Southern Cross Health CLT Limited   | Director                            |
|  | Waitaki District Health Services Limited (from 1 March 2022)                                    | Director                            |
|  | OP Auckland International Campus Ltd (from 1 July 2022)   | Director                            |
| <b>Sam Huggard</b><br>Member                 | 350 Aotearoa Charitable Trust   | Trustee                             |
|  | Ministerial Strategic Advisory Group on Trade   | Member                              |
|  | NZEI Te Riu Roa   | Employee                            |
| <b>Tania Hodges</b><br>Member                | Digital Indigenous Ltd  | Managing Director and Shareholder   |
|  | Whanau.com Trust  | Trustee                             |
|  | Waikato Tainui Koiora Strategy Panel  | Independent Member                  |
| <b>John Brockies</b><br>Member               | Resolve Group Ltd   | Director                            |
|  | Walworth Ltd  | Director                            |
|  | Civic Centre Group (Tauranga City Council)  | Independent Chair                   |
| <b>Jeremy Morley</b><br>Member               | Wellington Free Ambulance   | Advisor                             |
|  | Te Kupenga – CTC  | Advisor                             |
|  | Catholic Archdiocese of Wellington  | Advisor                             |
|  | Racing NZ   | Director                            |
|  | Warwick Trust   | Trustee                             |
| <b>Tagaloatele Dr Peggy Fairbairn-Dunlop</b> | UNESCO National Commission  | Commissioner                        |



## 2.2. Register of Interests

**Te Pūkenga**

| Name                                      | Interest                       | Nature of Interest                             |
|---|--------------------------------|--|
| Member                                    | Vinepa Trust                   | Director                                       |
| <b>Heath Sawyer</b><br>Member             | Nil                            |  |
| <b>Jordan Gush</b><br>Member              | Nil                            |  |
| <b>Teorongonui Josie Keelan</b><br>Member | Unitec Institute of Technology | Student Supervisor (Masters) & Thesis Examiner |

### Interests Declaration – All Members

| Name        | Interest   | Nature of Interest                         | Date Notified |
|-------------|--|--|---------------|
| All Members | Deed of Indemnity executed on behalf of the Company (in the form approved by NZIST Council on 1 April 2020) indemnifying each Director in respect of the matters stipulated in the Deed. | Indemnified person, as defined in the Deed | 1 April 2020  |

# Pūrongo Kaunihera a Te Pūkenga | Council Report

9 February 2023

|                    |   |
|--------------------|---|
| <b>Title</b>       | <b>Minutes of the Meeting held 28 November 2022</b> |
| <b>Provided by</b> | Rebecca Donne, Acting Council Secretary             |
| <b>For</b>         | Approval  |

## Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

|    |   |
|----|---|
| a. | Approve the minutes of Te Pūkenga Council meeting held on 28 November 2022 as a true and correct record |
|----|---|



# Te Pūkenga - New Zealand Institute of Skills and Technology (Te Pūkenga)

## Minutes of a meeting of the Council of Te Pūkenga (the Council)

Monday, 28 November 2022

### Minutes

These are the open minutes of a meeting of Te Pūkenga Council held on Monday, 28 November 2022 at 9.00 am via Zoom videoconferencing and at Copthorne Hotel, Oriental Bay, Wellington

### Present:

|                          |   |   |
|--------------------------|---|---|
| <b>Council Members</b>   | Murray Strong (Chairperson)   | Kim Ngārimu (Deputy Chairperson)                    |
|                          | Maryann Geddes  | Kathy Grant   |
|                          | Sam Huggard   | Tania Hodges  |
|                          | Teorongonui Josie Keelan  | Tagaloatele Peggy Fairbairn-Dunlop                  |
|                          | Jordan Gush   | Heath Sawyer  |
|                          | Jeremy Morley   |   |
| <b>Apologies</b>         | John Brockies   |   |
| <b>In Attendance</b>     | Lynnette Brown – Council Secretariat  |   |
| <b>Online Attendance</b> | Angela Beaton – DCE Academic Delivery and Innovation (Items 5.1 only)                         | Simon Karipa – Governance Manager                   |
|                          | Sinead Hart – Director – Legal and Risk (Items 10.1.1, 10.1.2, 10.1.3, 10.1.4, and 11.1 only) | Michelle Teirney – Chief Financial Officer          |
|                          | Vaughan Payne – DCE – Operations (Items 10.1.1, 10.1.2, 10.1.3, 10.1.4, and 11.1 only)        | Phil O’Callaghan – Financial and Commercial Advisor |

### Open Minutes

- Welcome/Apologies/Notices**  
The Chair welcomed everyone to the meeting and noted apologies from John Brockies.
- Administration**



2.1. **Council Calendar and Schedule of Committees**

Noted

2.2. **Register of Interests**

The register of interests was noted and no conflicts with matters on the agenda were declared.

2.3. **Minutes (draft) of the meetings held**

- 11 October 2022 (ordinary meeting)

**Resolved:**

The Council:

- a. Approved the minutes of Te Pūkenga Council open meeting held on 11 October 2022 as a true and correct record with the following amendment noting that b and c were replicated and should read:
  - 5.1 c Approved the extension to the membership term of Te Urikore Biddle until 31 December 2022.

**Moved:** T Hodges

**Seconded:** M A Geddes

**CARRIED**

2.3.1. **Matters Arising**

There were no matters arising.

2.4. **Action List – Open**

The open action item in respect of the whakatauki to be inclusive of work-based learning to remain open pending Te Poari Akoranga's feedback.

3. **Acting Chief Executive's Report**

The Council received the Acting Chief Executive's Report which provided an update on current issues, key achievements and highlights arising during the reporting period. The report was taken as read.

4. **Strategy**

4.1. **Te Rito Quarterly Reporting (Q2) on Learner Equity**

The Council received the report which sets out progress against the action plans developed by each subsidiary and noted that this doesn't yet reflect an institute-wide approach. The Acting Chief Executive highlighted the focus on learner success through Whakawhanaungatanga, the work being done to utilise the nationwide mental health

services funding from the Ministry of Health and ensuring support services for all in-work learners as identified in the Programme Business Case and Investment Plan. Further consideration is to be made as to opportunities to increase the benefits using the scale of the organisation.

The report noted there were no financial considerations, however, in 2023 reporting will be provided against the Ministry of Health funding and the Learner Success Fund.

The Council noted the variation in terms between the use of ākongā and taurā and encouraged consistency across reporting with a preference for ākongā.

**Resolved:**

The Council:

- a. Received the report; and
- b. Noted the unconfirmed open minutes (Appendix 1) and meeting summary for the Interim Learner Advisory Committee (ILAC) meeting that took place on 11 October 2022.

5. **Reports from Committees**

5.1. **Te Poari Akoranga – Report from open Te Poari Akoranga meeting held 2 November 2022 and Research Ethics Framework**

Management spoke to the report focussing on the Research Ethics Framework. Te Poari Akoranga have further refinements that, due to timing, were not able to be incorporated and the recommendation includes a request to delegate to Te Poari Akoranga the ability to make these minor amendments post approval. A kaitiaki of the framework will be determined in due course and Council informed through future reporting.

**Resolved:**

The Council:

- a. Received the report from Te Poari Akoranga meeting held online via Teams 2 November 2022 (minutes to be confirmed and presented at the next Council meeting); and
- b. Noted the new membership nominee from the Interim Learner Advisory Committee, Henry Geary; and
- c. Approved Te Matarau Whānui | Te Pūkenga Ethical Framework for Rangahau and Research, noting Te Poari Akoranga o Te Pūkenga endorsement thus far; and

### 2.3. Minutes (draft) of the meetings held: • 28 November 2022 (ordinary meeting)

- d. Delegated to Te Poari Akoranga to make further minor amendments to finalise; and
- e. Noted the special meeting of Te Poari Akoranga scheduled on Wednesday 16 November 2022 to approve:  
Te Kawa Maiororo | Educational Regulatory Framework  
Terms of Reference Te Ohu Whakahaere Ōritetanga.

**Moved:** K Ngārimu

**Seconded:** K Grant

**CARRIED**

The Council extended their thanks to Angela Beaton for her endeavours to date and the support she has provided as Chair of Te Poari Akoranga.

#### 5.2. **Report from Interim Kaimahi Committee from meeting held 18 October 2022 (Verbal)**

The Chair of the Committee provided a verbal update on the meeting held 18 October 2022 and highlighted the following key matters discussed:

- Professional learning and development priorities
- Changing the narrative from operating as 'business as usual' to 'transformation starts now'
- Engagement with management to understand the changes and impacts of the digital strategy

#### 5.3. **Report from Interim Learner Committee and Minutes of meeting held 11 October 2022**

The Chair of the Committee provided a verbal update to the Interim Learner Committee report and spoke to the key areas of discussion.

Council conveyed their congratulations to Dahrian Watene for her achievement in receiving the Prime Minister's Scholarship for business exchange programme in Japan.

The Council:

- a. Received the report; and
- b. Noted the unconfirmed open minutes (Appendix 1) and meeting summary for the Interim Learner Advisory Committee (ILAC) meeting that took place on 11 October 2022.

#### 5.4. **Report from Komiti Māori and Minutes of the meeting held 15 September 2022**

The Council:

- a. Received the report; and

- b. Noted the confirmed open minutes (Appendix 1) for Komiti Māori (Interim Māori Advisory Committee) meeting held on 15 September 2022.

5.5. **Report from Safety and Wellbeing Committee and Minutes held 20 October 2022 (draft)**

The Chair of the Committee provided a verbal update with the key area of focus being future reporting to ensure that the Council is meeting its PCBU obligations as well as ensuring that the Committee and Council are receiving appropriate reporting.

The Safe365 Reports, provided good insights into health and safety activities across the network and WBL demonstrates evidence of sound practice.

The Council noted WorkSafe's move away from use of the term *investigation* towards *learning* but felt that there are times when *investigation* is appropriate.

The Council raised the importance of scheduling health and safety walks in 2023 to meet the PCBU responsibilities elevated now as a consequence of the dissolution of the Subsidiary Boards. Council also noted the importance of staff health and safety induction under Te Pūkenga administration.

The Council:

- a. Received the verbal update from the Chair of the Safety and Wellbeing Committee; and
- b. Noted the minutes of the Committee meeting held on 20 October 2022.

**Action:**

1. Provide links for Council to the Safe365 Report.
2. Establish a plan for Health and Safety Walks and potentially discuss with the Risk and Audit Committee any concerns that may be related to this area.

6. **Correspondence**

- 6.1. Nil

7. **Formal Motion for Moving into Committee**

The Chair moved that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

2.3. Minutes (draft) of the meetings held: • 28 November 2022 (ordinary meeting)

| Item   | General subject of each matter to be considered                               | Reason for passing resolution in relation to each matter   | Grounds under section 48(1) for the passing of the resolution  |
|--------|---|--|--|
| 8.     | <b>Administration</b>   |  |  |
| 8.1.   | Minutes from public excluded meeting held 11 October 2022 and 25 October 2022 | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 8.1.1. | Matters Arising   | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 8.2.   | Action List   | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without</p>  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |

2.3. Minutes (draft) of the meetings held: • 28 November 2022 (ordinary meeting)

|       |  |  |  |
|-------|--|--|--|
|       |  | prejudice or disadvantage, commercial activities   |  |
| 9.    | Acting CE Report                         | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 10.   | <b>Financial Reports</b>                 |  |  |
| 10.1. | Te Pūkenga Financial October 2022 Report | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 10.2. | Budget 2023                              | Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities   | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies)  |

2.3. Minutes (draft) of the meetings held: • 28 November 2022 (ordinary meeting)

|         |   |   |  |
|---------|---|---|--|
| 10.3.   | Application for Borrowing Consent - TEC | Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies |
| 10.4.   | Single Stage Business Case              | Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies |
| 11.     | <b>Risk and Compliance</b>              |   |  |
| 11.1.   | Risk and Audit Committee Report         | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty<br><br>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies |
| 11.1.1. | Document Development Framework          | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would  |

2.3. Minutes (draft) of the meetings held: • 28 November 2022 (ordinary meeting)

|         |  |  |   |
|---------|--|--|---|
|         |  | <p>organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>  | <p>exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies</p>   |
| 11.1.2. | <p>National Policies (Finance)</p> <p>National Fraud and Corruption Policy</p> | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | <p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies</p> |
| 11.1.3. | Insurance Renewal  | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | <p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies</p> |
| 12.     | <b>Business Divisions</b>  |  |   |
| 12.1.   | Amendments to Constitutions  | <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without</p>  | <p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule</p>  |



2.3. Minutes (draft) of the meetings held: • 28 November 2022 (ordinary meeting)

|       |  |  |  |
|-------|--|--|--|
|       |  | prejudice or disadvantage, commercial activities   | 2 of LGOIMA, as a body to which LGOIMA applies).   |
| 12.2. | Wintec – Potential Land Sale – Verbal Update                                   | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 13.   | <b>Reports from Committees</b>   |  |  |
| 13.1. | Report from Interim Kaimahi Committee on meeting held 18 October 2022 (Verbal) | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p>  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 13.2. | Report from Interim Learner Committee meeting held 11 October 2022             | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p>  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |

2.3. Minutes (draft) of the meetings held: • 28 November 2022 (ordinary meeting)

|       |  |   |  |
|-------|--|---|--|
| 13.3. | Report from Komiti Māori and Minutes of meeting held 15 September 2022           | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty<br><br>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons Section 9(2)(a)  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 13.4. | Risk and Audit Committee Minutes<br><br>• 8 November 2022                        | Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities<br><br>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 13.5. | Finance and Capital Investment Committee Minutes<br><br>• 1 and 14 November 2022 | Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities<br><br>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 13.6. | Transformation Committee Minutes:<br><br>•17 October 2022<br>•27 October 2022    | Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons<br><br>Section 9(2)(i) of the Official Information Act – enable the   | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for  |

2.3. Minutes (draft) of the meetings held: • 28 November 2022 (ordinary meeting)

|       |  |  |   |
|-------|--|--|---|
|       |  | <p>organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>  | <p>withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>   |
| 13.7. | <p>Appointment and Remuneration Committee</p> <ul style="list-style-type: none"> <li>•14 October 2022 Draft Minutes</li> <li>•Terms of Reference Review</li> </ul> | <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>  | <p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p> |
| 14.   | <b>Correspondence – Inwards</b>  |  |   |
| 14.1. | Letter from EIT Board  | <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> | <p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p> |
| 15.   | <p>Correspondence – Outwards</p> <p>Letter to Minister Hipkins Update on Governance Report</p> <ul style="list-style-type: none"> <li>•15 November 2022</li> </ul> | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any</p>  | <p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9</p>  |

2.3. Minutes (draft) of the meetings held: • 28 November 2022 (ordinary meeting)

|       |                                  |   |  |
|-------|----------------------------------|---|--|
|       |                                  | organisation in the course of their duty  | (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).   |
| 16.   | <b>Engagement</b>                |   |  |
| 16.1. | Te Pūkenga Council and TEU/TIASA | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty   | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 17.   | Any Other Business               | <p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |

The Chair also moved that certain employees from Te Pūkenga be permitted to remain at the meeting, namely Peter Winder, Michelle Teirney, Phil O’Callaghan, Sinead Hart, Vaughan Payne, Simon Karipa, and Lynnette Brown after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

**Moved:** M Strong  
**Seconded:** K Grant

2.3. Minutes (draft) of the meetings held: • 28 November 2022 (ordinary meeting)

**CARRIED**

The open session meeting closed at 9.35 am and moved into closed session.

The meeting closed at 12.40 pm.

## 2.3.1. Matters Arising

## 2.4. Action List - Open

## 2.4. Action List - Open

## Te Pūkenga Council Meeting

### Open Action Items as at February 2023

| Meeting Date            | Agenda Item | Action # | Action   | Responsible                          | Status | Due Date |
|-------------------------|-------------|----------|--|--------------------------------------|--------|----------|
| <b>November Meeting</b> |             |          |  |                                      |        |          |
| 28 November 2022        | 5.5         | 1        | <b>Report from Safety and Wellbeing Committee and Minutes held 20 October 2022 (draft)</b><br>Provide links for Council to the Safe365 Report.   | Council Secretary                    | Closed |          |
| 28 November 2022        | 5.5         | 1        | <b>Report from Safety and Wellbeing Committee (HSW) and Minutes held 20 October 2022 (draft)</b><br>Establish a plan for Health and Safety Walks and potentially discuss with the Risk and Audit Committee any concerns that may be related to this area.<br><b>Update:</b><br>On HSW agenda for discussion at the meeting to be held 13 December 2022 | Keri-Anne Tane and Council Secretary | Open   |          |
| <b>August Meeting</b>   |             |          |  |                                      |        |          |
| 29 August 2022          | 5.1         | 1        | <b>Te Poari Akoranga – Report from open Poari Akoranga meeting held 10 August 2022 and 29 June 2022</b><br>Management to consider an update to the whakatauki as an opportunity to update this to be inclusive of work-based learning  | A Beaton                             | Open   |          |



### 3. Chief Executive's Report

# Pūrongo Kaunihera a Te Pūkenga

## Council Report

9 February 2023

|                    |  |
|--------------------|--|
| <b>Title</b>       | Chief Executive's Report to Council – Open Session |
| <b>Provided by</b> | Peter Winder, Chief Executive                      |
| <b>For</b>         | <b>Information</b>                                 |

### Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council (the Council):

- a. Note the update on current issues, key achievements and highlights arising during the reporting period.

### Kōrero Whakapōpoto | Executive Summary

Since the last Council meeting, we have completed some significant milestones most notably becoming a single organisation with the dissolution of Te Pūkenga Work Based Learning (WBL) on 31 December 2022. This is a significant milestone with 16 Institute of Technology and Polytechnics (ITPs) and nine Industry Training Organisations (ITOs) coming together as one organisation to provide on-campus, on-the-job and online learning.

Since 28 November 2022, other key achievements include:

- Farewelling some of our outgoing transitional Deputy Chief Executives (DCEs) on 2 December and some sector leaders who finished their contracts with us on 31 December
- Welcoming four permanent DCEs to the leadership team
- Recruitment for the Ako Network Leads has commenced, and interviews for the Regional Co-Leaders will take place in mid-February
- Announced the final decision for the consultation with relevant kaimahi on the national structure for People, Culture and Wellbeing in mid-December and began recruitment of Tier 3 positions
- Announced the final decision for the consultation of the Digital/IT functions on 1 February and will commence the consultation on the proposed Finance/Property functions in the week beginning 6 February
- Awarded Secondary Tertiary Programmes (Trades Academy) funding for 2023 from the Ministry of Education (Ministry)
- Submitted the Single Stage Business Case for Key Systems to the Minister as well as the Quarter Four report to TEC
- Provided a revised, final version of the Statement of Performance Expectations (SPE) to the Minister
- Received approval from the Tertiary Education Commission (TEC) for the High Priority Buildings capital plan
- Met all requirements of the Minimum Viable Product (MVP) except the organisation design and structures which, will be completed this year as agreed with the TEC.
- All seven of the practical measures recommended by the Strategic Advisory Group have been completed.

#### Ngā mahi matua i te wā o te pūrono | Key activity during reporting period

Firstly, I would like to acknowledge the weather event in the upper North Island particularly Auckland, Northland Bay of Plenty and the Coromandel. Sadly, one of our Primary ākonga lost his life in the Auckland floods, and our thoughts are with his family, Training Advisor, and employer.

We had some flooding damage to the Music and Audio Institute of New Zealand (MAINZ), a faculty of the SIT business division situated in Te Wananga o Aotearoa building in Mangere. We also had some minor flooding at one of the buildings at Unitec. A few kaimahi from Otago and EIT business divisions were stuck at Auckland airport. The clean-up will take some time, and we need to do our part to make it easy for that to happen.

This year started with another significant milestone as we became a single entity on 1 January 2023 with the dissolution of our final subsidiary, WBL - we now have 9,010 kaimahi paddling one waka. With the dissolution of WBL, we held a rangitāmiro ceremony in Wellington on 1 February. We also held a pōhiri and rangitāmiro ceremony for NMIT formally welcoming them into Te Pūkenga. These ceremonies are important from a cultural perspective and also to help to build the sense that we are one organisation.

With Rt Hon Chris Hipkins being sworn in as Prime Minister in January we now have a new Minister, Hon Jan Tinetti. The Chair, Deputy Chair and I will brief the new Minister in the coming weeks – our focus will include the organisation design and structure, our financial situation and enrolments, and the Programme Business Case (PBC). We also hope to explore opportunities with her on our eighth Ako network of secondary tertiary programmes, foundation, and youth pathways. The opportunity for this discussion comes at the same time that we have been awarded Trades Academy funding for the first time as a single organisation by the Ministry of Education.

Good progress continues to be made against the reset of Te Pūkenga work programme and the ten-point action plan. We submitted our Single Stage Business Case for Key Systems, this is seeking the remaining Crown monies from our transition funding. TEC also approved the capital plan for the High Priority Buildings programme for the first \$25 million in funding.

The current enrolment picture is mixed but soft for 2023. A fuller report on progress and issues is provided separately in the Council papers.

I am pleased to advise that we continue to make significant progress on the organisation structure. In December, we welcomed four new DCEs to the leadership team – Gus Gilmore, DCE Ako Delivery, comes to us following being the co-CEO at Unitec/MIT; Dr Megan Gibbons, DCE Academic Centre and Learning Systems, joins us from Otago business division where she was CE; Andrew McSweeney, DCE Learner and Employer Experience and Attractions, was recently the CE of ServiceIQ; and Richard Forgan, DCE Strategy and Transformation who has been leading our organisation design and change process since July last year. I was also humbled to be appointed Chief Executive. The leadership team had several strategic 'off-site' days in January which I will talk more about in my closed session report.

We will commence the interviews for the eight Regional Director Co-leader roles in mid-February, starting with region one. We have been working with iwi to identify appropriate representatives for the interview panels, as our partnership with iwi, hapū, Māori is crucial particularly for these roles. Applications for Ako Network leads closed on Friday 3 February, and we have been overwhelmed by the sheer number of applicants.

Several sector leaders finished their contracts with Te Pūkenga on 31 December 2023, and in the new year some of our Transitional Leaders commenced Acting roles leading former ITP business divisions.

Since the last Council meeting, we announced the final decision for the consultation on the People, Culture and Wellbeing functions as well as the Digital / IT function. Keri-Anne Tane, Chief People Officer, has begun the interview process for her Tier 3s and Teresa Pollard, Chief Digital Officer will start advertisements for her team in the coming weeks. Finance and Property consultation will commence next week.

### 3. Chief Executive's Report

#### Ngā kōrero whakarāpopoto a ngā hui a te komiti-whāiti mō te wā pūrongorongo | Summary from sub-committees' meetings during reporting period

On 12 December, Council held an extraordinary meeting where it approved the final SPE, which was submitted to the Minister shortly afterwards, as well as considering the International Fee Setting for Semester 2, Amendments to the delegations in the Operational Directives and Business Divisions, the Transition and Transformation Programme Dashboard including completion of the majority of the MVP, and the membership of the interim Advisory Committees.

The Wellbeing and Safety Committee met on 13 December, discussing Te Pūkenga Q4 Wellbeing, Safety and Health report, formal reporting to Council on national wellbeing and safety matters, an engagement plan for Health and Safety walks, and an annual review of the Terms of Reference.

The Transformation Committee met on 13 December and discussed the completion of the MVP, the Programme Business Case and Single Stage Business Case. They also discussed whether there continued to be a need for the committee in its current form and this is the subject of a decision paper for you to consider at this meeting.

## 4. Reports from Committees



## Te Pūkenga - New Zealand Institute of Skills and Technology (Te Pūkenga)

### Minutes of a meeting of the Wellbeing and Safety Committee (the Committee) Tuesday, 13 December 2022

#### Minutes

These are the minutes of a meeting of Te Pūkenga Wellbeing and Safety Committee that took place on Tuesday, 13 December 2022 at 12.30 pm via Zoom

#### Present

|                          |  |   |
|--------------------------|--|---|
| <b>Committee Members</b> | Sam Huggard (Chair)<br>Teorongonui Josie Keelan<br>Mary-Ann Geddes | Murray Strong<br>Tagaloatele Peggy Fairbairn-Dunlop<br>Heath Sawyer |
|--------------------------|--|---|

**Apologies** Murray Strong

**In Attendance** Peter Winder – Chief Executive  
Lynnette Brown – Council Secretariat  
Keri-Anne Tane – Chief People Officer  
Garth Gulley, Wellbeing and Safety Lead

#### Minutes

##### Karakia

The meeting was opened with a karakia by the Chair, Sam Huggard.

#### 1. Welcome/Apologies

The Chair welcomed everyone to the meeting and noted apologies from Murray Strong.

#### 2. Register of Interests

The Committee noted the register of interests and that Mary-Ann Geddes interests should include Southern Lakes English College and removal of Otago Polytechnic Limited.

#### 3. Schedule of Committee Membership and Meeting Dates for 2022

Noted.

#### 4. Committee Work Plan 2022

Noted.

#### 5. Minutes of the Meeting held 20 October 2022

**Resolved:**

4.1. Minutes from Health Safety and Wellbeing Committee held 13 December 2022  
The Committee approved the minutes of the Wellbeing and Safety meeting held 20 October 2022 as a true and correct record of the meeting.

**Moved:** S Huggard  
**Seconded:** Teorongonui J Keelan  
**CARRIED**

5.1. **Matters Arising**

There were no matters arising.

5.2. **Action List**

Noted.

6. **Reports**

6.1. **Quarterly Wellbeing Safety and Health Report – December 2022**

Management spoke to the Quarterly Report which provided a summary of Te Pūkenga wellbeing and safety matters for the period 1 October 2022 to 30 November 2022 and a forecast of planned activity of relevance and interest to the Committee.

The Committee noted the information in respect of health and safety leads workload and constraints on funding. All vacancies in the new structure have been secured and a budget for 2023 established to enable appointments to be made.

Discussed was held on the definition of wellbeing and that a footnote on the policy may be helpful. The potential impact of institutionalised bias and racism on wellbeing was noted and this matter to be considered by the Committee as part of its activities in 2023 noting that these are captured within other Te Pūkenga people related policies and processes.

Feedback was provided on the use of the term *te ao Māori models*, as due to their longevity they are now recognised as Aotearoa models. Te Pae Māhutonga and Te Whare Tapa Whā are the current terms used and more commonly just Tapa Whā.

The Chief Executive's Wellbeing and Safety Statement to be amended to reference an approach that includes Te Tiriti, community, and family.

**Resolved:**

The Committee:

- a. Noted the quarterly Wellbeing, Safety and Health report for discussion; and
- b. Approved the draft Wellbeing and Safety Policy 2023; and
- c. Endorsed the Council Statement to Council for approval; and
- d. Approved the Chief Executive Statements of Commitment noting the feedback from the Committee.

**Moved:** S Huggard  
**Seconded:** Tagaloatele P Fairbairn-Dunlop  
**CARRIED**

7. **Risk and Compliance**

7.1. **Reporting to Council on Wellbeing and Safety Matters (Verbal)**

The Committee discussed the approach to formally reporting to Council on national wellbeing and safety matters and the need to get a structure established. This is still a

4.1. Minutes from Health Safety and Wellbeing Committee held 13 December 2022 work in progress and will be supported by the regional structures once they are in place.

A one pager is to be provided to the February Council meeting outlining initial areas able to be reported on and seek feedback. An engagement plan and work programme will be developed for the Committee's feedback.

**Action 1: One page report to be provided to February Council meeting on HSW reporting framework and assurance programme.**

**7.2. Health and Safety Walks – Plan of Engagement (Verbal)**

Further work has been undertaken in terms of Health and Safety walks with consideration being given to how to operationalise and demonstrate actual practice and engagement on site. The schedule of engagement should not be centred on Council meeting dates as these are not always on site.

Draft guidelines have been written. It was noted that an overall programme of activity be developed along similar lines to the Risk and Audit Committee assurance processes that reflects the level of risk. A similar programme that gives the Committee and the Council visibility to the challenges and issues and provides assurance on improvements to be developed.

**8. Terms of Reference**

**8.1. Annual Review of Terms of Reference**

The Committee discussed the Terms of Reference and the opportunity to get external advice on the status of health and safety practices at Te Pūkenga. It was agreed that further imbedding of the new structure as well as the establishment of the work programme and reporting framework etc should be in place before considering external advice.

**8.2. Self-Assessment against Terms of Reference**

The Chair discussed the key area for self-assessment under s.5 Responsibilities and Duties with the following draft analysis:

- a. Review and monitoring – achieved
  - o In terms of advising Council around resources – not achieved as early in the stage of developing the framework for reporting
- b. Legislative and Organisational Compliance– achieved
- c. Risk Management - achieved
  - o Monitoring risks is ongoing and will become part of the new reporting framework
  - o Incident management – achieved
- d. Te Tiriti o Waitangi– not yet considered in any depth at this stage

The Chair intends to email all Committee members to provide an opportunity for them to respond individually with their assessment.

**Resolved:**

The Committee:

|    |   |
|----|---|
| a. | Noted the proposed amendments to the Wellbeing and Safety Committee Terms of Reference; and |
| b. | Approved and endorsed to Council approval of the Terms of Reference as amended; and         |



4.1. Minutes from Health Safety and Wellbeing Committee held 13 December 2022

|    |   |
|----|---|
| c. | Noted the Chair's assessment against S5 Responsibilities and Duties and that this will be circulated to Committee members for any further feedback. |
|----|---|

**Moved:** S Huggard

**Seconded:** H Sawyer

**CARRIED**

**Action 2: Chair of the Committee to email Committee members for their individual confirmation of the self-assessment.**

**9. Any other business**

**10. Whakatuwhera and Close of meeting**

The meeting closed with a whakatuwhera at 4.21 pm.

# Pūrongo Kaunihera a Te Pūkenga

## Council Report

9 February 2023

|                    |  |
|--------------------|--|
| <b>Title</b>       | Interim Learner Advisory Committee (ILAC) – Unconfirmed Open Minutes – 8 December 2022 |
| <b>Provided by</b> | Simone Andersen - Kaikōkiri Director Learner with Whanau Engagement                    |
| <b>Author</b>      | Becca Brooke – Learner Governance Lead, Learner Journey and Experience                 |
| <b>For</b>         | Information  |

### Te Taunaki | Recommendation(s)

It is recommended that the Council:

|    |   |
|----|---|
| a. | receive the report; and   |
| b. | note the unconfirmed open minutes ( <b>Appendix 1</b> ) and meeting summary for the Interim Learner Advisory Committee (ILAC) meeting that took place on 8 December 2022. |

### Te pūtake o tēnei pūrongo | Purpose of this report

1. The purpose of this report is for the Council to receive the unconfirmed open minutes (**Appendix 1**) and meeting summary for the Interim Learner Advisory Committee (ILAC) meeting that took place on 8 December 2022.

### Putanga kōrero | Key points

2. ILAC received presentations and provided feedback on:
  - Future of Learner Voice Co-Design.
  - Draft Ākonga Rights and Responsibilities Document.
  - Draft Te Pūkenga National Policy Statement – Learner Voice and Engagement.

### Future of Learner Voice Co-design Update

3. Staff provided a presentation of the co-design process and recommendations. It was noted that the final high-level design of the Learner Voice Ecosystem would come back to ILAC for endorsement before going to ELT and Council. It was intended that the detailed design of the future learner voice system would occur in Q1 and Q2 of 2023. Further engagement would be conducted as part of the next stages, including with ILAC. Extra work was being done to get feedback from work-based learners (WBL) as it had been identified this was needed through the co-design process.
4. ILAC were supportive of the recommendations put forward and provided some further feedback for consideration and inclusion in the final report as noted in Appendix 1 of this report.

### **Draft Ākonga Rights and Responsibilities Document – Update**

5. Staff noted that since the last time ILAC saw the Draft Ākonga Rights and Responsibilities document (previously titled the Learner Charter), a number of changes had been made based on feedback received from both Ākonga and Kaimahi. The main change was that the document had been renamed to reflect the focus around rights and responsibilities of Ākonga with a learner promise incorporated.
6. A final draft of the document would be circulated to ILAC for endorsement prior to going to ELT and Council for approval. ILAC noted they were happy with how the document was shaping up and commended the plain language use.

### **Draft Te Pūkenga National Policy Statement – Learner Voice and Engagement – WORKSHOP**

7. A workshop was facilitated to assist with the development of the Draft Te Pūkenga National Policy Statement – Learner Voice and Engagement.

### **Ngā Tāpirihanga | Appendices**

**Appendix 1** - unconfirmed Open Minutes for the Interim Learner Advisory Committee (ILAC) Meeting that took place on 8 December 2022.

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## Te Pūkenga Interim Learner Advisory Committee (ILAC) OPEN Minutes

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**Minutes of a meeting of the Interim Learner Advisory Committee held at Naumi Hotel, Auckland on Thursday, 8 December 2022 at 9.30am.**

### **PRESENT**

#### **Members:**

Jordan Gush (Co-Chair)  
Dahrian Watene (Co-Chair)  
Hamish Duncan  
Ezra Tamati  
Skyla Flower  
Henry Geary  
Lupe Kautoke  
Nina Lee Griffith  
Cecily Zhou (apology)

#### **In attendance:**

Simone Andersen (Kaikōkiri Director Learner with Whānau Engagement)  
Becca Brooke (Learner Governance Lead)  
Aayla Peebles (Learner Partnerships Advisor)  
Annie Waterworth (Implementation Lead)  
Katrina Thomas (Principal Advisor)  
Victor Grbic (Strategic Advisor)  
Healy Jones (MartinJenkins Consultant)  
Joanna Collinge (MartinJenkins Consultant)

**1) Karakia Timatanga**

Members were welcomed to the hui at 9.30am with a Mihi Whakatau from the Strategic Advisor. The Co-chairs opened the meeting with a Karakia Timatanga.

**2) Welcome**

Attendees at the hui were welcomed by the Co-chairs, noting external guests Healy Jones and Joanna Collinge from MartinJenkins would be joining the hui later in the day for item 12 (Draft Te Pūkenga National Policy Statement – Learner Voice and Engagement - Workshop).

**3) Apologies**

**Resolved:** (Henry Geary/Hamish Duncan)

That the apologies from member Cecily Zhou for absence are received and accepted.

**4) Confirmation of Agenda**

**Resolved:** (Hamish Duncan/Nina Lee Griffith)

That the agenda is confirmed, noting the order of the agenda may need to be flexible to accommodate presenters.

**5) Declarations of Interest**

There were no declarations of interest.

It was noted that Co-chair Dahrian Watene was considering joining the regional board for her institute.

**6) Confirmation of 11 October 2022 OPEN Interim Learner Advisory Committee Meeting Minutes**

**Resolved:** (Hamish Duncan/Nina Lee Griffith)

That ILAC confirm the open minutes of the interim Learner Advisory Committee meeting that took place on 11 October 2022 as a true and correct record.

**7) Future of Learner Voice Co-design Update**

*Presentation was provided by the Learner Partnerships Advisor, the Strategic Advisor, and ILAC Member Henry Geary who was part of the co-design group.*

The Learner Partnerships Advisor noted that the final high-level design of the Learner Voice system would come back to ILAC for endorsement before going to ELT and Council. It was intended that the detailed design of the future learner voice system would occur in Q1 and Q2 of 2023. Further engagement would be conducted as part of the next stages, including with ILAC. Additional work to gain feedback from work-based learners (WBL) is being done, as it was identified as needed through the co-design process.

Member Henry Geary (with the Learner Partnerships Advisor and Strategic Advisor) outlined the co-design process to date and the resulting recommendations put forward.

**ILAC raised the following points:**

- Internal connections/connectors will be key to the success of the learner voice ecosystem.
- Level and type of resource required needed to be carefully considered.

- Need to ensure cultural capability training is provided for all staff and learner leaders involved in the ongoing success of the learner voice ecosystem, but especially those in key leadership roles.
- Implementation and communication around the policy and the learner voice ecosystem will be key to its success for both ākonga and kaimahi.
- Visual representation of learner leaders being at the forefront is needed. Learners need to see things visually to connect. Relationship building is very important.
- Tactics for learner engagement with the learner voice ecosystem needs to be carefully considered and implemented.
- Having the right level of support for learner leaders and learner groups is very important.
- Access to data and insights across the board will assist with decision-making. More data and insights information should be included in the report to ELT/Council to support the recommendations being put forward.
- Relationships with Iwi/Hapū to be utilised to enable delivery of resources and funding.
- Need to focus on holistic benefits, not just outcomes/bottom line.
- Words and actions need to align. Te Pūkenga needs to show integrity by doing what they say and communicating properly with its key stakeholders (ākonga)
- Need to make mechanisms for individual learners to connect with counterparts in the learner voice ecosystem more obvious.
- System needs to have navigation tools that respond to different learner needs.
- Industry networking and mentoring opportunities need to be facilitated as part of the ecosystem.
- Overall, good feedback from the committee with initial recommendations being supported.

**Resolved:** (Hamish Duncan/Ezra Tamati)

That ILAC receive the update on the Future of Learner Voice Co-design and that staff note any feedback provided by the committee.

*The meeting adjourned 10.45am-11.15am.*

## 8) OPEN Council/Committee/Representative Group Updates

- **Council**

No formal update from Council had been received. ILAC Co-Chair and Council representative Jordan Gush provided a brief update on the following points:

- International student visa issues.
- Timing of advisory committee meetings and alignment with the Council work plan.

- **Komiti Māori**

ILAC Co-Chair and Komiti Māori representative Dahrian Watene noted the following with respect to Komiti Māori:

- Komiti Māori raised issues about the governance cycle and how to align with the advisory committees to enable timely advice.
- Recommendations were being formed around how to improve the cultural capability of leaders within Te Pūkenga.

- **Te Poari Akoranga (TPA)**

Member Hamish Duncan noted the following with respect to Te Poari Akoranga:

- Not a lot of progress had been made with the amalgamation of Social Work programmes.
- The committee was working through the 2023 meeting schedule and on how to improve the quality of reports coming to the committee.
- There was discussion around the need for workforce development councils to improve collaboration efforts on all fronts.

**Resolved:** (Skyla Flowers/Henry Geary)

That ILAC receive the verbal updates concerning OPEN Council/committees/representative groups.

## 9) **General Business & Action List**

The Learner Governance Lead noted that the report concerning future representation arrangements for the Learner Advisory Committee had been deferred to come to Council in March 2023.

### **Action List – Open – 11 October 2022**

| <b>Staff Action</b>  | <b>Update</b>  |
|--|--|
| <b>Open:</b><br>1) ILAC requested further information about provisions for cultural awareness and competency training within the disputes resolution scheme and would like to understand more about what the consultation document and process will look like.<br><br>2) Staff to pass on feedback from Learners regarding support for ILAC members on Te Poari Akoranga.<br><br>3) Request for feedback loop on the approved structural changes to Te Pūkenga to be closed with ILAC. | <b>Completed</b> – information circulated to ILAC in early November.<br><br><b>In Progress</b><br><br><b>Completed</b> – presentation at the 8 December 2022 ILAC hui. |

**Resolved:** (Skyla Flowers/Henry Geary)

That ILAC receive the verbal update concerning the future representation arrangements report deferral and note the action list.

## 11) Resolution to Exclude the Public

**Resolved:** (Hamish Duncan/Skyla Flowers)

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows:

| General subject of matter to be considered  | Reasons for passing this resolution   | Ground(s) founder section 48(1) for the passing of this resolution |
|---|---|--|
| Te Pūkenga Pathway (Op Model) Update<br><br>Confirmation of Public Excluded Minutes – 11 October 2022<br><br>Council/Committee/Representative Group Updates (Public Excluded)<br><br>General Business/Action List (Public Excluded) | Good reasons to withhold information exists under Section 7 Local Government and Official Information and Meetings Act 1987 | Section 48(1)(a)   |

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

|   |   |                   |
|---|---|-------------------|
| Te Pūkenga Pathway (Op Model) Update<br><br>Confirmation of Public Excluded Minutes – 11 October 2022<br><br>Council/Committee/Representative Group Updates (Public Excluded)<br><br>General Business/Action List (Public Excluded) | To prevent the disclosure or use of official information for improper gain or improper advantage. | Section 7 (2) (j) |
|---|---|-------------------|



*The meeting went into a public excluded session from 12.00pm – 1.40pm.*

**10) Draft Ākonga Rights and Responsibilities Document – Update**

*Update provided by the Principal Advisor Learner and Whānau Engagement.*

It was noted that since the last time ILAC saw the Draft Ākonga Rights and Responsibilities document (previously titled the Learner Charter), a number of changes had been made based on feedback received from both Ākonga and Kaimahi. The main change was that the document had been renamed to reflect the focus around rights and responsibilities of Ākonga with a learner promise incorporated.

A final draft of the document would be circulated to ILAC for endorsement prior to going to ELT and Council for approval.

ILAC noted they were happy with how the document was shaping up and commended the plain language use.

**Resolved:** (Hamish Duncan/Skyla Flowers)

That ILAC receive the update on the Draft Ākonga Rights and Responsibilities document, and that staff note any feedback provided by the Committee.

**12) Draft Te Pūkenga National Policy Statement – Learner Voice and Engagement – WORKSHOP**

Healy Jones and Joanna Collinge from MartinJenkins facilitated a workshop to assist with the development of the Draft Te Pūkenga National Policy Statement – Learner Voice and Partnering.

**13) Karakia Whakakapi (Closing Karakia)**

The meeting was closed at 3.30pm with a Karakia Whakakapi.

**The meeting was declared closed at 3.30pm**

## Te Pūkenga Interim Kaimahi Advisory Committee (IKAC) Open Minutes

**Minutes of a meeting of the Interim Kaimahi Advisory Committee held on-line via Teams on Monday day 30 November at 9.00am.**

**Present:** Heath Sawyer (Co-Chair), Nippy Paea (Co-Chair), Angela Cooper, Andrea Armstrong, Jessica Costall, Jody Takimoana, Keri Youngman, Mary-Liz Broadley, Ramari Raureti, Scott Casley, Barry Paterson, Bill Rogers, Henry Ma’alo, Warwick Shillito, Ali Bahmad, Linda Aumua, Craig Ludlow, Rhys Thurston

**Apologies:** Ian MacDonald

**In Attendance:** Jo Massey (OPS Co-Ordinator)

### **Karakia**

The meeting was opened with karakia.

### **1. Introductions/Welcome/Apologies**

The Co-Chair welcomed everyone to the meeting.

Apologies were noted from Ian MacDonald and Simon Karipa. There were apologies throughout the meeting from Craig Ludlow, Rhys Thurston, Mary-Liz, Linda Aumua, Jody Takimoana, Henry Ma’alo and Ali Bahmad to attend brief meetings outside of the committee.

### **2. Confirmation of Agenda**

That the agenda be confirmed.

### **3. Declarations of Interest**

There were no conflicts of interest for any item on the open or closed agendas.

### **4. Confirmation of Open Meeting Minutes of 18 October 2022**

#### **ACTIONS**

|   |
|---|
| <b>ACTION:</b> A submission to Council around the sensitive discussion and use of words at the recent Select Committee to be drafted and brought back Jess to work with Andrea to put together feedback on Peters dialogue from the select committee and bring back to the committee for approval prior to submitting to Council. |
|---|

|   |
|---|
| <b>ACTION:</b> Advise to Council form completed and included in the next Kaimahi report in regard to the Performance Outcomes Framework suggestions. (Jessica). |
|---|

The minutes of the Interim Kaimahi Advisory Committee’s meeting of **18 October 2022** be confirmed, subject to amendments as noted by Council.

### **5. Cultural Capability Framework – Nippy Paea**

A cultural capability framework update was presented by Nippy Paea. A member of each subsidiary was appointed to guide the project in 2021. Following a few minor modifications, the ELT approved this document in principle. Transition plans are being developed within Unitec and Wintec subsidiaries as part of the pilot program. The Co-Chair acknowledged Ana Morrison and the Maori Culture Capability Leads for their extensive mahi.

### **6. DRAFT IKAC meeting dates for 2023**

The 2023 draft IKAC meeting dates were presented to the committee. A placeholder will be placed in members' calendars by the IKAC secretariat, members were advised that the frequency of meetings may be subject to change.

**ACTION: Secretary to put a placeholder in members calendars once confirmed by the CE to the IKAC Co-Chair.**

**7. Report from Council to Advisory Committees**

The report was taken as read. With the following points noted

- There is a substantial focus on financial performance going ahead.
- Delegation of authority is being sought at different levels of the organisation including the sub-committee level alleviating the need to bring everything through the Council.
- The governance structure needs to be addressed and what this means for IKAC as a committee moving forward in 2023.

**8. Komiti Māori - Report from Council Komiti Māori Representative Ramari Raureti**

An update was provided on the last hui, which included a workshop with Komiti members and Te Pūkenga Council Chair and CE. In addition, there was a discussion around policy review and if this is something the komiti should be focussing on. A co-governance workshop is also scheduled for 2023 to provide sound co-governance advice to Council.

**9. Te Poari Akoranga – Verbal Report from Te Poari Akoranga Rep Mary-Liz Broadley**

Te Poari Akoranga representatives gave a verbal update and the notes sent to members in advance for pre-reading were taken as read. It was noted that the committee is working well with a settled committee which is good to see. A draft workplan for 2023 is underway to streamline what they need to see when they need to see it, and in what form it needs to be presented. The terms of IKAC representatives on the committee has been extended until October 2023.

**General Business**

**10. Te Pūkenga Communication to subsidiaries – Bill Rogers**

In meetings around the country, IKAC member Bill Rogers noted that subsidiaries feel they are now getting limited responses from Te Pūkenga when questions are asked and they would like this raised at a higher level. In addition to notifying Kaimahi that the issue has been discussed with the committee, Bill is also eager to hear other views regarding their concerns. Member noted the following

- Kaimahi are worried that they aren't getting information filtered.
- It is clear that processes within Te Pūkenga and the subsidiaries need to be improved.
- Kaimahi have differing expectations, some think it will improve, while others don't.
- There are mixed feelings within the subsidiaries about what Te Pūkenga's say versus what they do.

**11. Resolution to exclude the public**

**Resolved:** *(N Paea/M Broadley)*

The committee moved in committee at 12.50pm to approve the 18 October public excluded minutes and Unification of programmes discussion with Angela Beaton and the PCW and Digital Consultation update by Keri-Anne Tane and Teresa Pollard.

**12. Karakia Whakamutunga**

The meeting closed with karakia at 2.30pm

**Dated:**

Signed as a correct record

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**Heath Sawyer**  
Co-Chair

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**Nippy Paea**  
Co-Chair

4.4. Minutes from Te Poari Akoranga held  
7 December (draft)



**Te Pūkenga**

## **Te Poari Akoranga (Academic Board) MINUTES – Open** **Wednesday, 7 December 2022**

### **Minutes**

These are the Open minutes of a meeting of Te Poari Akoranga held on Wednesday, 7 December 2022 at 9am, online via Microsoft Teams.

### **Present**

#### **Te Poari Akoranga Members**

Jeanette Grace (Co-Chair)

Megan Gibbons (DCE Academic and Learning Systems)

Michael Alsford

Linda Aumua

Te Urikore Biddle

Mary-Liz Broadley

Glynnis Brook

Te Wai Collins

Hamish Duncan

Henry Gibbons

Annemarie Gillies

Kieran Hewitson

Doug Pouwhare

Deborah Young

Jeanette Grace chaired the meeting.

### **In Attendance**

Jeanette Fifiield, Academic Governance Coordinator, Te Pūkenga.

Tagaloatele Peggy Fairbairn-Dunlop, Council member, Te Pūkenga (to act as an observer and advisor, where appropriate).

Julia Parrott, Te Ohu Whakahaere Approvals ex-Officio, Te Pūkenga – Item 5.4.

### **Quorum**

The Chair noted that a quorum of members were present at the meeting and declared the meeting open.

#### **1. Karakia Tīmatanga**

The Chair welcomed everyone to the meeting. M Broadley opened the meeting with a karakia.

#### **2. Welcome / Apologies**

The Chair noted apologies received from F Beals and J Te Hira.

The Chair welcomed the new members:

1. M Gibbons, Deputy Chief Executive Academic Centre and Learning Systems
2. M Alsford, Co-Chair Te Ohu Whakahaere Ako

4.4. Minutes from Te Poari Akoranga held 7 December (draft)

3. T Collins, Co-Chair Te Ohu Whakahaere Ako
4. G Brooks, Co-Chair Te Ohu Whakahaere [Academic] Appeals

A whakawhanaungatanga session took place.

Pending membership expiry, J Grace, Co-chair - 31 December 2022.

### 3. Administration

#### 3.1 Te Poari Akoranga Calendar and Schedule of Committees 2023

Received for information.

#### 3.2 Te Poari Akoranga | Ohu Whakahaere o te Poari Akoranga

Updated membership list received for information.

#### 3.3 Minutes of Special Meeting – 16 November 2022

**Resolution:**

Te Poari Akoranga approved the minutes of the special meeting of Te Poari Akoranga held on 16 November 2022, as a true and accurate record of the meeting.

**Moved:** M Broadley

**Seconded:** D Young

**CARRIED**

#### 3.4 Open Minutes of the Previous Meeting

##### Scheduled meeting – 2 November 2022

**Resolution:**

Te Poari Akoranga approved the minutes of the open meeting of Te Poari Akoranga held on 2 November 2022, as a true and accurate record of the meeting.

**Moved:** H Geary

**Seconded:** H Duncan

**CARRIED**

### 4. Te Pūkenga Council Report – November 2022

The members reviewed the report submitted to Council for the month of November 2022, for information.

## **5. Ohu Whakahaere o Te Poari Akoranga**

### **5.1 Te Ohu Whakahaere Quality**

The members received a verbal update.

- Moderation Framework and related documents have been sent out to the network for targeted engagement
- the members acknowledged F Moyer's extensive mahi undertaken throughout
- membership vacancy invitations will be sent to the network calling for applications to fill membership vacancies. Closing date 31 December 2022.

#### **5.1.1 Scheduled meeting held on 9 November 2022**

The members received the minutes of the meeting held on 9 November 2022, for information.

### **5.2 Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate**

The members received a verbal update.

- membership vacancy invitations will be sent to the network calling for applications to fill membership vacancies Closing date 31 December 2022
- note ex-Officio position vacated by A Beaton.

#### **5.2.1 Scheduled meeting held on 8 November 2022**

The members received the minutes of the meeting held on 8 November 2022, for information.

#### **5.2.2 Te Matarau Whānui | Te Pūkenga Ethics Framework**

The members received a verbal update. Discussion included:

- clarification of approval process
  1. Te ohu receive submission/document
  2. Te Poari Akoranga receive document recommending approval through Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate
  3. Te Poari Akoranga submit approved document to Te Pūkenga Council, for endorsement
- recommendation of an appropriate group to provide a kaitiaki for the framework – Rangahau Māori forum
- update and incorporating the changes submitted as suggested by the members at the meeting of Te Poari Akoranga held on 16 November 2022
- provide a more succinct document
- circulate the framework to appropriate forums
- the final updated document to be submitted to Te Poari Akoranga – before year end or early 2023
- A Gillies will take feedback back to N Waran.

**Actions:**

1. Revisions resubmitted to Te Poari Akoranga at their special meeting scheduled on 15 December 2022.
2. Final updated document to be submitted to Te Poari Akoranga at their scheduled meeting on 22 February 2023, for information.

**Resolution:**

Te Poari Akoranga approve Te Matarau Whānau | Te Pūkenga Framework, in principle, subject to amendments incorporated.

### 5.3 Te Ohu Whakahaere Approvals

#### 5.3.1 Scheduled meeting held on 30 November 2022

The members received a verbal update.

#### 5.3.2 Scheduled meeting held on 16 November 2022

The members received the minutes of the meeting held on 16 November 2022, for information.

#### 5.3.3 Terms of Reference – Increase to membership

The members received a verbal overview of the request to increase the membership of te ohu, which also include current membership vacancies and recognise the increased volume of work as a result of the unification of programmes project which has increased the workload placed upon te ohu. Discussion included:

- membership increase to comprise of 16 voting members plus ex-Officio.
- seeking new members with skills-based (programme development) experience
- approaching business divisions to draw on specific skills and expertise already in the network to provide support to te ohu.

**Action:**

A further conversation will be held between te ohu co-Chairs and Deputy Chief Executive Academic Support and Learning Systems to discuss the work flow as new programme approvals and accreditations and type 2 changes are submitted for approval to te ohu in 2023.

#### 5.3.4 Subcontracting extension to Te Pūkenga for programmes (transitional)

The members received the correspondence from NZQA, for information.

### 5.4 Te Ohu Whakahaere Approvals

#### New degree programme approval and accreditation

Te Poari Akoranga commend te ohu members and the development team(s) for submission of well prepared and comprehensive documentation, and for their mahi and commitment throughout the process.



#### 5.4.1 Te Ata Māhina | Bachelor of Social Work

The members reviewed the new transformed and unified degree programme documentation submitted for approval and accreditation. Discussion included:

- commendation of the structure of the document
- concern expressed re: Research is not visible in the document
- terminology used for work integrated learning - tidy up and use consistent wording, for clarification
- revise learning outcome statements – revise wording to clarify what is the learning that is achieved
- provide clarification of what the provision is around assessments, resits
- K Hewitson will provide guidance to the development team to explore NZQA Te Hono o Te Kahurangi quality assurance framework
- revise pathway mapping – progressive
- revise general courses vs specialization courses
- placement requirements / registration board requirements
- pathways – different scopes of practice being revised by registration board
- concern re practical (100% portfolio in all assessments) and ability to manage the portfolio by ākonga and teaching staff
- suggest to use ‘approved work experience for future ..’ instead of volunteer work experience
- the members support ongoing conversations with the regulatory body to provide guidance and advice to the development team(s) throughout the development process. The members were informed the programme has been formally shared with the registration board.

#### **Actions:**

1. J Parrott and te ohu co-Chair, D Pouwhare will take back to the development team, discussions held.
2. The development team are requested to provide a cover sheet with a high level overview / changes for (re)submission to Te Poari Akoranga.
3. Te Poari Akoranga request a track changed document showing the revisions and updates on (re)submission
4. Programme documents are placed in the Teams Channel for members to review.
5. The members are invited to send further feedback and comments to J Parrott to make the changes.
6. Te Ata Māhina will be resubmitted for approval to Te Poari Akoranga in early 2023.

M Gibbons left the meeting.

#### **5.4.2 Bachelor of Nursing**

#### **5.4.3 Bachelor of Nursing Māori**

#### **5.4.4 Bachelor of Nursing Pacific**

The members reviewed the new transformed and unified degree programmes documentation submitted for approval and accreditation. Discussion included:

- the members ability to undertake due diligence within the tight timeframe requested
- assurance that appropriate consultation has been undertaken to ensure loops have been closed and sign-off received from the stakeholders of the original stakeholders, in particular Māori and Pacific stakeholders
- revise and include more detail and stakeholder content in document
- question raised in regard to te ao Māori and Kaiako ability to delivery these concepts
- review consistency of wording used throughout document
- concern raised in relation to failing the practical level 7, 45 credit paper and passing the theory and the requirement to resit the whole paper again. This paper is not ākonga centred, however acknowledge this requirement is part of the NZ Nursing Council requirements
- concern raised lack of staff resources and capability
- concern raised some current programme delivery structures of business divisions do not provide for flexibility to meet the needs of ākonga who need to resit papers
- revise and amend inappropriate verb use for the level of the programme
- provide clarification of the last date of review of Te Kawa Whakaruruhau and review the currency of the statements included in document
- update the list of contacts
- revise and apply appropriate graduate profiles as they related to the programme (ie. Bachelor of Nursing Māori GP4 vs GP7)
- review GP8 – why a Māori nursing programme would be restricted by Te Kawa Whakaruruhau
- question raised if the development team understand the depth of Te Kawa Whakaruruhau terms used; commitment to Te Kawa Whakaruruhau
- noted Te Pūkenga ADI have prescribed a definition of Mātauranga Māori specific to the nursing programmes
- clarify definition of 'fono' across the programmes
- review and include iwi and hapū variations in nursing documents

#### **Actions:**

1. The programme documents are placed in the Teams Channel for members access and to also provide feedback and further comment.

#### 4.4. Minutes from Te Poari Akoranga held 7 December (draft)

2. The members are invited to send further feedback and imperative changes to J Parrott as soon as they are able to.
3. The Bachelor of Nursing suite of programmes will be resubmitted for approval to Te Poari Akoranga at an additional meeting scheduled on Friday, 16 December 2022.

The Co-chair thanked J Parrott for her attendance and participation. J Parrott left the meeting.

### 5.5 Te Ohu Whakahaere Academic Appeals

The members received a verbal update. Discussion included:

- further discussion and revision of Terms of Reference broader than 'Academic' Appeals
- Co-Chair, G Brooks will follow-up and clarify 'Appeals' to represent all of Te Pūkenga, with M Gibbons
- membership vacancy invitations will be sent to the network calling for applications to fill membership vacancies Closing date 31 December 2022
- nominations will be sought from Te Tiriti Outcomes teams or Ōritetanga for membership of kaimahi with tikanga Māori expertise.

#### 5.5.1 Scheduled meeting held on 23 November 2022

The members received the minutes of the inaugural meeting held on 23 November 2022, for information.

### 5.6 Te Ohu Whakahaere Ako

The members received a verbal update.

- inaugural meeting of te ohu scheduled on 8 December 2022
- review of the terms of reference will be undertaken at the inaugural meeting for submission for approval by Te Poari Akoranga in early 2023. Additional guests have been invited to this meeting specifically to share their expertise and knowledge in reviewing the terms of reference.
- Membership vacancy invitations will be sent to the network calling for applications to fill membership vacancies. Closing date 31 December 2022.

## 6. Academic Committees – Wintec and Toi Ohomai Divisions

### 6.1 Toi Ohomai Academic Committee Open Meeting Minutes 24 November 2022

Received for information.

### 6.2 Wintec Komiti Akoranga Meeting Minutes Part A – 15 September 2022

Received for information.

**7. Additional meeting**

Friday, 16 December 2022, 10am-11am, online via Microsoft Teams

Approval | Te Pūkenga Quality Management System (QMS)

Approval | Recognising Prior Knowledge and Skills Policy (RPKS)

Approval | Bachelor of Nursing, Bachelor of Nursing Māori, Bachelor of Maori Pacific – approval and accreditation

Approval | Transition Pilot Project Local Academic Committees Recommendations

Receive | Te Matarau Whānui – Te Pūkenga Ethical Framework

**8. Next scheduled meeting**

Wednesday, 22 February 2022, 9am-3pm, online via Microsoft Teams

**9. Formal Motion for Moving into the Closed session**

The Chair moved the formal motion to move into the Closed session.

**Resolution:**

IT WAS RESOLVED THAT TO THE EXTENT THAT THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 (LGOIMA) MAY APPLY, THE PUBLIC BE EXCLUDED FROM THE CLOSED SESSION OF THE MEETING IN ACCORDANCE WITH SECTION 48(1) OF LGOIMA AND THE PARTICULAR INTERESTS PROTECTED BY SECTION 9 OF THE OFFICIAL INFORMATION ACT 1982 (SPECIFICALLY, TO PROTECT THE PRIVACY OF NATURAL PERSONS AND TO PROTECT INFORMATION WHERE THE MAKING AVAILABLE OF SUCH INFORMATION WOULD BE LIKELY UNREASONABLY TO PREJUDICE THE COMMERCIAL POSITION OF TE PŪKENGA, WHICH WOULD BE PREJUDICED BY THE HOLDING OF THE RELEVANT PARTS OF THE PROCEEDINGS OF THE MEETING IN PUBLIC.

**Moved:** J Grace

**Seconded:** M Broadley

**CARRIED**

The Open session closed at 11.30am.

## 5. Correspondence

**5.1. Nil**

## 6. Formal Motion for Moving into Committee



Te Pūkenga

# Te Pūkenga Council Meeting

## PUBLIC EXCLUDED AGENDA

It will be moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

| Item   | General subject of each matter to be considered                                 | Reason for passing resolution in relation to each matter  | Grounds under section 48(1) for the passing of the resolution  |
|--------|---|---|--|
| 7.     | <b>Administration</b>   |   |  |
| 7.1.   | Minutes from public excluded meeting held 28 November 2022 and 12 December 2022 | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty<br><br>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 7.1.1. | Matters Arising   | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty<br><br>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 7.2.   | Action List   | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty<br><br>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 8.     | Chief Executive’s Report  | Section 9(2)(g)(i) of the Official Information Act – maintain the effective   | That the public conduct of this item would be likely to result in  |



## 6. Formal Motion for Moving into Committee

| Item       | General subject of each matter to be considered | Reason for passing resolution in relation to each matter   | Grounds under section 48(1) for the passing of the resolution   |
|------------|---|--|---|
|            |   | <p>conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>   | <p>the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>   |
| <b>9.</b>  | <b>Strategy</b>                                 |  |   |
| 9.1.       | Strategic component of Investment Plan          | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | <p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p> |
| 9.2.       | Disestablishment of Transformation Committee    | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>   | <p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p> |
| 9.3.       | Enrolment and international student update      | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>   | <p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p> |
| <b>10.</b> | <b>Financial Reports</b>                        |  |   |
| 10.1.      | Te Pūkenga Financial November 2022 Report       | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without</p>  | <p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p> |

## 6. Formal Motion for Moving into Committee

| Item  | General subject of each matter to be considered                            | Reason for passing resolution in relation to each matter  | Grounds under section 48(1) for the passing of the resolution  |
|-------|--|---|--|
|       |  | prejudice or disadvantage, commercial activities  |  |
| 11.   | <b>Risk and Compliance</b>   |   |  |
| 11.1. | Weltec Exit agreement  | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 12.   | <b>Reports from Committees</b>   |   |  |
| 12.1. | Minutes from Transformation Committee 13 December 2022 (draft)             | <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 12.2. | Report from Interim Learner Committee meeting held 8 December 2022 (draft) | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p>   | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 12.3. | Report from Programme Board  | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty   | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |

## 6. Formal Motion for Moving into Committee

| Item  | General subject of each matter to be considered   | Reason for passing resolution in relation to each matter  | Grounds under section 48(1) for the passing of the resolution  |
|-------|---|---|--|
| 12.4. | Report from Interim Kaimahi Committee on meeting held 30 November 2022 (draft)                    | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 12.5. | Minutes from Te Poari Akoranga held 7 December (draft)  | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 12.6. | Minutes of additional Te Poari Akoranga meeting held on 16 December 2022 (draft)                  | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 12.7. | Minutes of Special Te Poari Akoranga meeting held on 19 December 2022                             | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 13.   | <b>Correspondence – Inwards</b>   |   |  |
| 13.1. | Letter from Minister of Education regarding Te Pūkenga Statement of Performance Expectations 2023 | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty   | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |

## 6. Formal Motion for Moving into Committee

| Item  | General subject of each matter to be considered  | Reason for passing resolution in relation to each matter   | Grounds under section 48(1) for the passing of the resolution  |
|-------|--|--|--|
| 13.2. | Letter from Ministry regarding application for a new Consent to Borrow                 | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 14.   | <b>Correspondence – Outwards</b>   |  |  |
| 14.1. | Letter to Minister of Education regarding Key Systems Single Stage Business Case       | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 14.2. | Letter to Ministry regarding capital thresholds for Te Pūkenga for 2023                | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 14.3. | Letter to Ministry regarding Consent to Borrow   | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 14.4. | Letter to Minister of Education congratulating her on her appointment                  | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty<br><br>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 14.5. | Letter to Minister of Education regarding Briefing to Incoming Minister, with briefing | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is   |

## 6. Formal Motion for Moving into Committee

| Item | General subject of each matter to be considered | Reason for passing resolution in relation to each matter  | Grounds under section 48(1) for the passing of the resolution  |
|------|---|---|--|
|      |   | employees of any organisation in the course of their duty   | specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).  |
| 15.  | Any Other Business                              | <p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |

The Chair will also move that certain employees from Te Pūkenga be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.