

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

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

**Tuesday 2 March 2021 at 9.00am**

### **Minutes**

These are the minutes of a meeting of the Te Pūkenga Council held on Tuesday 2 March 2021 by zoom video conferencing.

### **Present**

**Members present:** Murray Strong (Chair), Kim Ngārimu (Deputy Chair), Kathy Grant, Maryann Geddes, Peter Winder, Sam Huggard, Tania Hodges and John Brockies.

Murray Strong Chaired the meeting.

**In attendance:** Stephen Town (Chief Executive), Merran Davis (DCE Transformation and Transition), Angela Beaton (DCE Delivery and Academic), Warwick Quinn (DCE Employer Journey and Experience), Tania Winslade (DCE Learner Journey and Experience), Ana Morrison (DCE Partnerships and Equity), Vaughan Payne (DCE Operations), Gillian Hamilton (Executive Assistant/Council Secretariat), Phillip Jacques (Interim Director Finance), Graham Bethune (Director, Communications and Marketing), Sinead Hart (Senior Legal Counsel), Chris Collins (EIT CE 10.40am – 11.30am), Prof Natalie Waran (EIT 10.40am – 11.30am), Fred Koenders (EIT 10.40am – 11.30am).

### **Quorum**

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

### **Karakia (Agenda Item 1)**

The Chair opened the meeting with the Te Pūkenga karakia.

### **Welcome/Apologies/Notices (Agenda Item 2)**

The Chair welcomed Sinead Hart, Senior Legal Counsel to her first meeting.

The Chair welcomed other attendees of the meeting, including the members of the public in attendance.

### **Minutes of the meeting held on 2 February 2021 (Agenda item 3)**

The Members noted the minutes from the open section of the 2 February 2021 Council meeting.

### **Resolution**

*Moved by Tania Hodges, seconded by Kathy Grant*

The Council resolved that the minutes from the open section of the 2 February 2021 Council meeting are approved as a true and accurate record.

#### **Register of Interests (Agenda Item 4)**

Members confirmed that all interests were recorded in the Council interests register in the Council meeting papers.

#### **Te Poari Akoranga Report (Agenda Item 5)**

The Members discussed the Poari Akoranga report and minutes from the meeting held on Wednesday 17 February 2021.

In particular, Members:

- Noted the update from the meeting held via zoom on Wednesday 17 February 2021;
- Requested language to focus on 'excellence' instead of 'good' moving forward;
- Noted there are currently over 3000 programmes that lead to approximately 1100 qualifications, half in the level 1 – 6 space and the other half in level 7 and above (awaiting data for confirmation of numbers); and
- Requested changes to the Terms of Reference including a language change to include reference to excellence and innovation and the definition of 'mana ōrite' in this context.

#### **CE Verbal Update (Agenda Item 6)**

The Members received a verbal update from the Chief Executive.

In particular, the Chief Executive:

- Noted the pace of the workstreams has picked up considerably;
- Noted the first two wānanga of the co-design group have been held with three more to come; and
- Noted sector forums have been meeting including People and Culture, Communications and Marketing, CIOs and CFOs.

#### **Recommended changes to Appointment and Remuneration Committee Terms of Reference (Agenda Item 7)**

The Members considered a proposed change to the Terms of Reference for the Appointment and Remuneration Committee.

In particular, Members:

- Requested an addition to the Terms of Reference to recommend removal of Board Directors and receive resignations from Board Directors to be noted; and

- Requested the Council are informed when there is a vacancy on any Board.

### **Resolution**

*Moved by Murray Strong, seconded by Maryann Geddes*

The Council resolved to approve the changes to the Terms of Reference with the one addition listed above relating to removal and resignation of directors.

## **Recommended changes to Risk and Audit Committee Terms of Reference (Agenda Item 8)**

The Members considered a proposed change to the Terms of Reference for the Risk and Audit Committee.

### **Resolution**

*Moved by Murray Strong, seconded by Peter Winder*

The Council resolved that the changes to the Risk and Audit Terms of Reference are approved.

## **Approval for new Treasury bank accounts and signatories (Agenda Item 9)**

The Members received a proposal to approve the establishment of bank accounts for the purpose of placing term deposits in accordance with the Treasury policy.

### **Resolution**

*Moved by Murray Strong, seconded by Peter Winder*

The Council resolved to approve:

- the establishment of bank accounts with the following banks for the purpose of placing term deposits in accordance with Te Pūkenga Treasury Policy:
  - i. ANZ Bank New Zealand Limited
  - ii. ASB Bank Limited
  - iii. Bank of New Zealand
  - iv. Westpac New Zealand Limited
  - v. The Hongkong and Shanghai Banking Corporation
  - vi. Kiwibank Limited
  - vii. Rabobank New Zealand Limited; and
- the Chief Executive, Deputy Chief Executive Operations and Interim Director Finance be appointed as signatories to the above accounts.

## **Items for Information (Agenda Item 10)**

### **Appointment of interim co-chair, Te Poari Akoranga (Agenda Item 10.1)**

The Council noted the appointment of Dr Shane Edwards as co-chair of Te Poari Akoranga approved at the February 2021 Council meeting.

## Resolution to Exclude Public in accordance with the Public Excluded Agenda (Agenda Item 11)

### Resolution

*Moved by Murray Strong, seconded by Kathy Grant*

The Council resolved that the public be excluded from the remainder of the meeting 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
14.	Minutes from public excluded meeting from 2 February 2021	Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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).
15.	CE verbal update	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities  Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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).
16.	Te Pae Tawhiti – Tiriti Partnerships	Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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).

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
17.	Subsidiary Reserved Matters	<p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</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).
18.	Subsidiary Board Member Appointments	Section 9(2)(a) of the Official Information Act – To protect the privacy of 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).
19.	Items to be moved to Open Agenda for next Council meeting	Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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 Council resolved that Te Pūkenga employees Stephen Town, Vaughan Payne, Merran Davis, Ana Morrison, Tania Winslade, Warwick Quinn, Angela Beaton, Phillip Jacques, Graham Bethune, Sinead Hart and Gillian Hamilton 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. Te Pūkenga Council also resolved that Chris Collins, Fred Koenders and Prof Natalie Waran will join for item 16.2. Their 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.

## Whakatuwhera and close of open part of meeting (Agenda Item 12)

The open part of the Te Pūkenga Council meeting was closed at 9.40am.

The public excluded session commenced at 9.50am with a short break between 10.30am and 10.35am.

## **Public Excluded Agenda**

The minutes relating to the Public Excluded Agenda are set out in Schedule 1 to these minutes.

## **Whakatuwhera**

There being no further business the Chair declared the Te Pūkenga Council meeting closed at 12.25pm.

**Dated: 6 April 2021**

Signed as a correct record



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**Murray W. Strong**  
**Chairman**