



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

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

Tuesday 7 September 2021 at 9.00 am

Minutes

These are the minutes of a meeting of Te Pūkenga Council held on Tuesday 7 September 2021 via Zoom.

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| Council Members | Murray Strong (Chairperson) Sam Huggard Peter Winder John Brockies | Kim Ngārimu (Deputy Chairperson) Kathy Grant Tania Hodges Tagaloatele Peggy Fairbairn-Dunlop |
| Apologies | Maryann Geddes | |
| Attendees / Visitors In Attendance Te Pūkenga | Tim Fowler, CEO, TEC (Item 13 only) Stephen Town - Chief Executive Warwick Quinn - DCE Employer Journey and Experience Angela Beaton - DCE Delivery and Academic Heather Geddes – Director Transformation and Transition Phillip Jacques - Interim Director Finance Lynnette Brown - Council Secretariat | Gillian Dudgeon, TEC (Item 13 only) Vaughan Payne – DCE Operations Ana Morrison - DCE Partnerships and Equity Tania Winslade - DCE Learner Journey and Experience Keri-Anne Tane – Director – People Culture Operations Paki Rawiri - Transformation Lead - Maaori Sinead Hart – Director – Legal and Risk (Items 12.5.1 – 13) Marina Matthews – Chief Advisor to Chief Executive Gillian Hamilton - Executive Assistant |

Quorum

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

Karakia

The meeting was opened with a karakia by Kathy Grant.

Open Agenda

1. **Welcome/Apologies/Notices**

The Chair welcomed everyone to the meeting and noted the Covid-19 lockdown circumstances that has led to the meeting moving to online. Apologies were noted from Maryann Geddes; as well as Peter Winder and Sam Huggard for a brief absence mid-meeting.

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

The Council noted the calendar and schedule of committees.

2. **Register of Interests**

No conflicts with matters on the agenda were declared.

3. **Minutes of the Open meeting held 3 August 2021**

Resolved:

The Council approved the minutes of the open meeting of Te Pūkenga Council held on 3 August 2021 as a true and correct record of the meeting.

Moved: K Grant

Seconded: S Huggard

CARRIED

3.1. **Matters Arising**

There were no matters arising.

3.2. **Action List – Open**

The Council noted the action list.

4. **CE Verbal Update**

The Council received the Chief Executive's verbal update which focussed on:

- TITOs:
 - Careerforce announcement to join Te Pūkenga
 - Connexis Powhiri held online due to Covid-19
 - BCITO transfer 4 October
- Messaging to subsidiaries in relation to taking a cautionary approach to re-opening campuses ensuring health and safety readiness and encouraging but not mandating vaccinations

The Chief Executive noted Council's comment in relation to the negative impact of the continued Level-4 lockdown in Auckland evidenced by an increasing number of withdrawals and struggle to support learners who are experiencing hardship and difficulties accessing to technology.

5. Reports from Committees

5.1. Te Poari Akoranga Report and Minutes from open Poari Akoranga meeting from 11 August 2021

Council received the report and Management provided a verbal update.

Members of the Executive Leadership Team and Council met with the NZQA Board to discuss quality assurance in terms of legislative requirements, and how Te Pūkenga can support the ongoing quality, consistency, excellence, and innovation in academic teaching and learning across the sector.

In terms of workforce shortages in the health sector, particularly nursing and midwifery, Management advised that work continues in this area with nursing and midwifery identified as programmes for unification. Management to provide an update at the next Council meeting.

Resolved:

The Council received the academic report from Te Poari Akoranga meeting held online via Teams 11 August 2021 and noted the minutes.

Moved: M Strong

Seconded: S Huggard

CARRIED

Action 1: Management to provide a paper to update Council in respect of the health sector programmes and pipeline.

Action 2: Notes from the meeting with the NZQA Board meeting to be shared with Council.

5.2. Health, Safety and Wellness Draft Minutes of meeting held 29 July 2021

The Council noted the Draft Minutes of the Health Safety and Wellbeing Committee Meeting held 29 July.

5.3. Komiti Māori Terms of Reference

The Council noted the Komiti Māori Terms of Reference which has been finalised in line with the delegated authority to the Chair and Deputy Chair provided at the August meeting.

6. 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 noted in the agenda papers.

| 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 |
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| 7. | Minutes from public excluded meeting from 3 August 2021 | <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)(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> | 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. | 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)(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> | 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 | 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). |

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| 8. | CE Report (Verbal Update) | 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). |
| 9. | Te Pūkenga Parent & Group Financial Results 31 July 2021 | <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)(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)(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). |
| 9.1.1. | Management Letter of Representation to Audit NZ | 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). |
| 9.1.2. | Council Letter of Representation to Audit NZ | 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). |
| 9.2. | Update to Subsidiaries Holdings Review | Section 9(2)(i) of the Official Information Act – enable the organisation holding the | That the public conduct of this item would be likely to result in the disclosure of information for |

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| | | <p>information to carry out, without prejudice or disadvantage, commercial activities</p> <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)(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>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. | Investment Governance Framework | <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> |
| 10. | Subsidiaries | | |
| 10.1. | Unitec Land Sale | <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)(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>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> |

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| | | 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 | |
| 10.2. | Te Tiriti Based Co-Leadership at Unitec and MIT | 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons 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). |
| 10.3. | Council Resolutions re Capital Asset Management Requests (Out-of-Session) | 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)(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). |
| 11. | Subsidiary Board Appointments | | |
| 11.1. | Te Pūkenga Work Based Learning Limited – BCITO | 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 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 exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |

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| | | organisation in the course of their duty | |
| 12. | Reports from Committees | | |
| 12.1. | Te Poari Akoranga Membership (Approval) | 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). |
| 12.2. | Minutes from public excluded Poari Akoranga meeting from 11 August 2021 | 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons 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). |
| 12.3. | CAMIC Minutes and Recommendations | 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 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). |
| 12.4. | Komiti Māori Membership | 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 exist under section 9 (noting the Council is specified, in Schedule 2 of |

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| | | <p>organisation in the course of their duty</p> <p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> | LGOIMA, as a body to which LGOIMA applies). |
| 12.5. | RoVE Programme Board Monthly Report | <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)(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). |
| 12.5.1. | TITO Commercial Transactions | <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)(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). |
| 12.6. | Operating Model Update | 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). |

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| | | 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons | |
| 13. | TEC Briefing on Unified Funding System | 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 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). |

The Chair moved that certain employees from Te Pūkenga, namely Stephen Town, Vaughan Payne, Marina Matthews, Gillian Hamilton, and Lynnette Brown; 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.

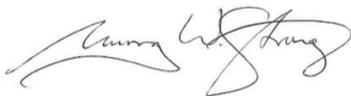
And Warwick Quinn, Angela Beaton, Heather Geddes, Phillip Jacques, Ana Morrison, Keri-Ann Tane, Tania Winslade, Paki Rawiri, and Sinead Hart will join the meeting during the public excluded session as required to speak to specific items. As well, Tim Fowler and Gillian Dudgeon, TEC, will join for Item 13.

Moved: M Strong
Seconded: K Ngārimu
CARRIED

The open session closed at 9.30 am, and public excluded session opened at 9.45 am

Dated: 5 October 2021

Signed as a correct record



Murray W. Strong
Chairman