

# Te Pūkenga Council 6 December 2023 ordinary meeting



To attend via videoconference please email [governance@tepukenga.ac.nz](mailto:governance@tepukenga.ac.nz) for a link

06 December 2023 09:15 AM - 04:00 PM

Agenda Topic	Presenter	Time	Page
<a href="#">Karakia timatanga</a>	Tagaloatele Peggy Fairbairn-Dunlop		5
Open Agenda			
1. Welcome/apologies/notices	Murray Strong		
2. Administration (open)	Murray Strong	09:15 AM-09:20 AM	6
2.1 <a href="#">Council membership, calendar and schedule of committees</a>			6
2.2 <a href="#">Register of interests</a>			14
2.3 <a href="#">Minutes (draft) of the meeting held 1 November 2023 (ordinary meeting)</a>			17
Recommendation: That the Council approve the minutes of Te Pūkenga Council open meeting held on 1 November 2023 as a true and correct record.			
2.4 <a href="#">Minutes (draft) of the NPES AGM held 6 September 2023</a>			23
Recommendation: That the Council approve the minutes of the Nelson Polytechnic Educational Society annual general meeting held on 6 September 2023 as a true and correct record.			
3. <a href="#">Chief Executive's report</a>	Peter Winder	09:20 AM-09:25 AM	25
Recommendation: That Te Pūkenga Council:			
a. Receive the report titled 'Chief Executive's Report to Council – Open Session';			
b. Note the update on current issues, key achievements and highlights arising during the reporting period.			
4. Strategy			
4.1 Nil			
5. Risk and compliance		09:25 AM-09:30 AM	31

5.1	<a href="#">Report from open portion of Risk and Audit Committee meeting held 29 November 2023</a>	John Brockies	09:30 AM-09:35 AM	31
5.2	<a href="#">Council Code of Conduct review</a>	Ziena Jalil	09:35 AM-09:40 AM	32
	Recommendation: That Te Pūkenga Council:			
	a. Receive the report titled 'Council Code of Conduct review'; and			
	b. Approve the updated Council, Committees of Council and Advisory Committees Code of Conduct.			
6.	Reports from Committees			51
6.1	<a href="#">Report from open portion of Te Poari Akoranga held 22 November 2023</a>	Kieran Hewitson	09:40 AM-09:45 AM	51
	Recommendation: That Te Pūkenga Council:			
	a. Receive the report titled 'November 2023 Te Poari Akoranga hui open session';			
	b. Note that Te Poari Akoranga received action plans from five programmes that are under monitoring from NZQA; and			
	c. Note that Te Poari Akoranga approved the revised Te Kawa Maiororo and provided feedback on the delegation.			
6.2	<a href="#">Report from open portion of Finance and Capital Investment Committee held 29 November 2023</a>	Jeremy Morley	09:45 AM-09:50 AM	53
7.	Correspondence			
	There is no correspondence on the open portion of the agenda			
8.	He take atu anō   Any other business (open)			
9.	<a href="#">Resolution to exclude the public</a>			54
	Recommendations: 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) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.			
	Morning tea		09:50 AM-10:10 AM	
	Closed agenda			
10.	Administration (closed)	Murray Strong	10:10 AM-10:15 AM	58
10.1	<a href="#">Minutes of the closed portion of the meeting held 1 November 2023</a>			58
	Recommendation: That the Council approve the minutes of Te Pūkenga Council closed meeting held on 1 November 2023 as a true and correct record.			
10.2	<a href="#">Ngā mahi hei   Actions</a>			66
11.	Monthly reports			67

11.1	<a href="#">Chief Executive's report</a>	Peter Winder	10:15 AM-11:15 AM	67
	Recommendation: That Te Pūkenga Council (the Council):			
	a. Receive the report titled 'Chief Executive's Report to Council – Closed Session'; and			
	b. Note the update on current issues, key achievements and highlights arising during the reporting period.			
11.2	<a href="#">Wellbeing and Safety monthly report</a>	Keri-Anne Tane	11:15 AM-11:30 AM	77
12.	Risk and compliance			93
12.1	Report from closed portion of Risk and Audit Committee held 29 November 2023	John Brockies	11:30 AM-11:40 AM	
	Includes: - Approval for the Chair sign the Audit Proposal Letter and Audit Engagement Letter			
12.2	<a href="#">Wintec Dissolution Audit</a>	Michelle Teirney	11:40 AM-11:50 AM	93
Lunch			11:50 AM-12:35 PM	
13.	Strategy			107
13.1	<a href="#">Emissions reduction plan</a>	Michelle Teirney and Ehsan Jacobi	12:35 PM-12:45 PM	107
13.2	<a href="#">Strategic Component Fund challenges and other RoVE non-aligned compliance matters</a>	Su Bolland and Patrick Jones	12:45 PM-12:55 PM	121
14.	Reports from Committees			132
14.1	Report from Interim Learner Advisory Committee held 17 November 2023	Heath Sawyer	12:55 PM-01:00 PM	
14.2	<a href="#">Report from Komiti Maori held 20 November 2023</a>	Teorongonui Keelan	01:00 PM-01:05 PM	132
14.3	<a href="#">Report from closed portion of Te Poari Akoranga held 22 November 2023</a>	Kieran Hewitson	01:05 PM-01:10 PM	134
14.4	<a href="#">Report from closed portion of Finance and Capital Investment Committee held 29 November 2023</a>	Jeremy Morley	01:10 PM-01:25 PM	135
15.	Inwards correspondence (confidential)			
	There is no inwards correspondence to Council.			
16.	Outwards correspondence (confidential)			
16.1	Briefing to Incoming Minister		01:25 PM-01:30 PM	
	Recommendation: That Te Pūkenga Council note the briefing to the Incoming Minister sent on Monday 27 November 2023.			

17. He take atu anō | Any other business  
(confidential)

[Karakia whakakapi](#)

Jeremy Morley

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Following the meeting, the Appointment and Remuneration Committee will hold its meeting postponed from 30 November.

Next meeting date: Thursday 8 February 2024

# Karakia timatanga

Tēnā tātou here are some useful phrases you can use to introduce opening karakia next time you are asked to lead it.

**Māku e huaki te wānanga nei.**

I'll open our shared space.

**Kia huakina te wānanga nei ki te karakia.**

May our shared space be opened with karakia.

**Kāti anō kia karakia e manawa ora ai te wānanga nei.**

It's only fitting that we begin with karakia so we may strengthen our shared space together.

## Karakia tīmatanga Opening incantation

**Whakarongo rā e Rongo  
ki Te Pūkenga  
te manawa nei  
ki te rongo taketake,  
te whiwhia, te rawea  
te whiwhi-ā-nuku  
whiwhi-ā-rangi  
i takea mai i te kāhui o ngā ariki.  
kia tūturu ka whakamau ai kia  
tina,  
Tina! (everybody)  
Hui e?  
Tāiki e!**

Listen o Rongo  
to Te Pūkenga  
offering gratitude  
for the peace and harmony  
that allows us to enjoy  
he gifts of the earth  
and the heavens  
bequests of a higher order.  
And bind it firmly,  
firmly!  
Do we all concur?  
We concur!

When someone has led karakia to open a hui, it is seen as respectful for someone else to then thank them for carrying out that duty. Here are some mihi to the kaikarakia you can try next time.

**Tēnā koe i tō karakia mai.**

Thank you for delivering karakia.

**Ka nui te mihi o te manawa ki a koe, i tō karakia mai.**

With heartfelt gratitude, thank you for delivering karakia.

**Kia waiho mā ēnei kupu e kawē atu te whakamiha ki a koe, i tō karakia mai. Nāu oti, e manawa ora nei te wānanga.**

May these words convey my sincerest appreciation to you for delivering karakia. Because of you, our shared space is now strengthened.



## Te Pūkenga Council member terms

Member	Start date	Current term ends	Appointed by
Murray Strong (Chair)	1 April 2020	31 March 2024	Minister of Education
Dr Teorongonui Josie Keelan	2 November 2021	31 December 2023	Komiti Māori nomination
Kim Ngārimu	1 April 2020	31 March 2024	Minister of Education
John Brockies	18 June 2020	31 March 2024	Minister of Education
Heath Sawyer	4 October 2021	The earlier of either: i. the election of the Kaimahi Advisory Committee, due to take place in March/April 2024; or ii. 31 May 2024.	Interim Staff Committee nomination
Jordan Gush	4 October 2021	The earlier of either: i. the election of the Learner Advisory Committee, due to take place in March/April 2024; or ii. 31 May 2024.	Interim Learner Committee nomination
Tagaloatele Peggy Fairbairn-Dunlop	1 April 2021	31 March 2025	Minister of Education
Jeremy Morley	1 September 2022	31 August 2025	Minister of Education
Sam Huggard	1 April 2020	31 March 2026	Minister of Education
Sue McCormack (Deputy Chair)	1 April 2023	31 March 2027	Minister of Education
Bill Moran	1 April 2023	31 March 2027	Minister of Education



## 2024 Schedule of Te Pūkenga Council and Committee meetings

As at 1 December 2023

### Council – confirmed dates

Month	Date	Day	Meeting	Activity	Venue
February	8	Thurs	Council	Ordinary meeting	Tauranga or Rotorua
March	14	Thurs	Council	Ordinary meeting	Christchurch
April	11	Thurs	Council	Ordinary meeting	Auckland
April	30	Tues	Council	Ordinary meeting	Zoom
May	9	Thurs	Council	Ordinary meeting	Wellington
	10	Fri	Council	Competitive strategy workshop	Wellington
June	6	Thurs	Council	Ordinary meeting	Rohe 3 location TBC
July	11	Thurs	Council	Ordinary meeting	Rohe 1 location TBC
August	8	Thurs	Council	Ordinary meeting	Wellington
September	12	Thurs	Council	Ordinary meeting	Christchurch
October	10	Thurs	Council	Ordinary meeting	Auckland
	11	Fri	Council	Transformation review workshop	Auckland
November	7	Thurs	Council	Ordinary meeting	Rohe 4 location TBC
December	12	Thurs	Council	Ordinary meeting	Auckland



## Committees

### Finance and Capital Investment Committee – confirmed dates

Name	Role	Meeting dates	Venue
1. Jeremy Morley	Chair	Friday 26 January (if required)	Online
2. Bill Moran	Member	Friday 1 March	TBC
3. Josie Keelan	Member	Thursday 28 March	Online
4. John Brockies	Member	(if required)	
5. Murray Strong	Ex officio member	Monday 29 April	Online
		(if required)	
		Friday 24 May	TBC
		Monday 1 July	TBC
		Friday 26 July	TBC
		Friday 30 August	TBC
		Friday 27 September	Online
		(if required)	
		Friday 25 October	TBC
		Friday 29 November	TBC

### Risk and Audit Committee – confirmed dates

Name	Role	Meeting dates	Venue
1. John Brockies	Chair	Wednesday 21 February	
2. Jeremy Morley	Member	Friday 26 April (TBC)	
3. Sue McCormack	Member	Monday 29 July	
4. Murray Strong	Ex-officio member	Friday 9 August	
		(if required)	
		Thursday 14 November	

### Appointment and Remuneration Committee - confirmed dates

Name	Role	Meeting dates	Venue
1. Sue McCormack	Chair	Monday 19 February	
2. Kim Ngārimu	Member	Wednesday 1 May	



3. Murray Strong	Member	Thursday 18 July	
		Monday 18 November	

**Health, Safety and Wellbeing Committee - confirmed dates**

Name	Role	Meeting dates	Venue
1. Sam Huggard	Chair	Monday 4 March	
2. Peggy Fairbairn-Dunlop	Member	Thursday 27 June	
3. Josie Keelan	Member	Monday 2 September	
4. Heath Sawyer	Member	Monday 2 December	
5. Murray Strong	Ex-officio member		

## Advisory Committees

### Advisory Committee Co-Chairs hui

Name	Role	Meeting dates	Venue
1. Murray Strong	Council Chair		
2. Sue McCormack	Council Deputy Chair		
3. Jordan Gush	ILAC Co-Chair		
4. Dahrian Watene	ILAC Co-Chair		
5. Heath Sawyer	IKAC Co-Chair		
6. Warwick Shillito	IKAC Co-Chair		
7. TBC	MAC Co-Chair		
8. TBC	MAC Co-Chair		

### Interim Learner Advisory Committee (ILAC)

Name	Role	Meeting dates	Venue
1. Jordan Gush	Co-Chair	Thursday 22 February	
2. Dahrian Watene	Co-Chair		
3. Henry Geary	Member		
4. Nina Lee Griffith	Member		
5. Ihongaro	Member		
6. Skyla Flower	Member		
7. Cecily Zhou	Member		

### Learner Advisory Committee (from 1 June 2024)

Name	Role	Meeting dates	Venue
1. TBC x2	Co-Chair		
2. TBC x6	Member		



**Interim Kaimahi Advisory Committee (IKAC)**

Name	Role	Meeting dates	Venue
1. Heath Sawyer	Co-Chair		
2. Warwick Shillito	Co-Chair		
3. Andrea Armstrong	Member		
4. Ang Cooper	Member		
5. Barry Paterson	Member		
6. Craig Ludlow	Member		
7. Henry Ma'alo	Member		
8. Jessica Costall	Member		
9. Jody Takimoana	Member		
10. Linda Aumua	Member		
11. Mary-Liz Broadley	Member		
12. Ramari Raureti	Member		
13. Scott Casley	Member		
14. Keri Youngman	Member		
15. Ali Bahmad	Member		

**Kaimahi Advisory Committee (from 1 June 2024)**

Name	Role	Meeting dates	Venue
1. TBC x2	Co-Chair		
2. TBC x6	Member		

**Māori Advisory Committee**

Name	Role	Meeting dates	Venue
1. TBC x2	Co-Chair		
2. TBC x8	Member		

## Te Poari Akoranga

Name	Role	Meeting date	Venue
1. Megan Gibbons	Co-Chair	Thursday 25 January	Teams
2. Kieran Hewitson	Co-Chair	Friday 1 March	TBC
3. Peter Winder	Member (Chief Executive)	Thursday 28 March	Teams
4. Michael Alsford	Member (Co-Chair Te Ohu Whakahaere Ako)	Monday 29 April	Teams
5. Linda Aumua	Member (IKAC Rep)	Friday 24 May	Teams
6. Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau, Research and Postgraduate)	Monday 1 July	Teams
7. Mary-Liz Broadley	Member (IKAC Rep)	Friday 26 July	Teams
8. Glynnis Brook	Member (Co-Chair Te Ohu Whakahaere Appeals)	Friday 30 August	Teams
9. Te Wai Collins	Member (Co-Chair Te Ohu Whakahaere Ako)	Friday 27 September	Teams
10. Henry Geary	Member (ILAC Rep)	Friday 25 October	Teams
11. Annemarie Gillies	Member (Co-Chair Te Ohu Whakahaere Rangahau, Research and Postgraduate)	Friday 29 November	Teams
12. Fiona Moyer	Member (Co-Chair Te Ohu Whakahaere Quality)		
13. Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)		
14. Doug Pouwhare	Member (Co-Chair Te Ohu Whakahaere Approvals)		
15. Jasmine Te Hira	Member (Kōmiti Maori Rep)		
16. Deborah Young	Member (Co-Chair Te Ohu Whakahaere Quality)		
17. Marama Rawiri	Member (Co-Chair Te Ohu Whakahaere Appeals)		
18. Peggy Fairbairn-Dunlop	Non-speaking member (Council member)		



# Te Pūkenga Council Register of Interests

**As at 1 December 2023**

Name	Interest	Nature of Interest
<b>Murray Strong</b> Chair	Centre of Digital Excellence of NZ Ltd	Chairman
	Southern Digital Transformation Programme – Te Whatu Ora	Chairman
	Destination Southern Lakes	Independent Chairman
	Digital Interactive Health/MedTech iQ - Dunedin	Independent Chairman
<b>Sue McCormack</b> Deputy Chair	Kiwirail	Deputy Chair
	Canterbury Earthquakes Insurance Tribunal	Judicial Officer
	University of Canterbury	Past Chancellor
	Dress for Success	Honorary solicitor
<b>Heath Sawyer</b> Member	Te Pūkenga staff member	Employee
<b>Jordan Gush</b> Member	Peseta Sam Lotu-liga, Executive Director Ako Delivery Te Pūkenga	Uncle
	Plumbers and Gasfitters Board	Mother is a member
<b>Teoronganui Josie Keelan</b> Member	Te Pūkenga: Unitec	Supervisor
<b>Kim Ngārimu</b> Member	Medical Council of New Zealand	Council member
	Waitangi Tribunal	Member
	NTK Limited and Tāua Ltd	Director and shareholder
	Herewini Te Koha, Previous CE of Te Rūnanganui o Ngāti Porou, signatory to regional submissions on RoVE	Ex-Husband

	Evolution Healthcare	Director
	Ministry of Health and Waka Kotahi (consulting contracts with Tāua Ltd)	Consultant
	Te Aka Whai Ora Māori Health Authority	Deputy Chair
<b>John Brockies</b> Member	Resolve Group Ltd	Director
	Walworth Ltd	Director
<b>Tagaloatele Dr Peggy Fairbairn-Dunlop</b> Member	UNESCO	Social Science Commissioner
	Vinepa Trust	Patron, Board Member
	Pacific Talk about Education and Learning PLD Pilot	Member of Consulting Team
<b>Jeremy Morley</b> Member	Wellington Free Ambulance	Contractor
	Te Kupenga – Catholic Leadership Institute (A registered PTE)	Contractor
	Racing New Zealand	Director
	Warwick Trust	Settlor, Trustee, and Beneficiary
	YW/Petone Hockey Club Inc	Treasurer
	Wellington Over 60s Cricket	Treasurer
	Wellington Bridge Club Inc	Honorary Auditor
	Caritas NZ Inc	Financial and Commercial Advisor
<b>Sam Huggard</b> Member	350 Aotearoa Charitable Trust	Trustee
	Ministerial Strategic Advisory Group on Trade	Member
	New Zealand Educational Institute Te Riu Roa	Employee
<b>Bill Moran</b>	High Performance Sport New Zealand	Director

Member	WorkSafe NZ	Deputy Chair
	Southern Generation LP	Chair
	Pioneer Energy	Director
	Chamber Music at the World's Edge Trust USA	Chair
	Youthtown Inc	Trustee
	Youthtown Foundation	Trustee
	Parliamentary Education Trust	Trustee
	New Zealand Symphony Orchestra Foundation	Trustee
	Iti Kōpara Charitable Trust	Trustee
	Hoops and Life Awhi Trust	Trustee
	Sport New Zealand	Director





## Minutes for Te Pūkenga Council 1 November 2023 ordinary meeting

01/11/2023 | 09:30 AM - Auckland, Wellington New Zealand Standard Time

MIT Otara campus

### Attendees (11)

Murray Strong; John Brockies; Jeremy Morley; Tagaloatele Peggy Fairbairn-Dunlop; Jordan Gush; Teorongonui Josie Keelan; Heath Sawyer; William Moran; Sue McCormack; Kim Ngarimu; Sam Huggard

### In attendance

Peter Winder (Chief Executive), Rebecca Donne (Council Secretary - minutes), Ziena Jalil (Chief of Staff), Megan Gibbons (DCE Academic Centre and learning Systems, item 5.1), Keri-Anne Tane (Chief People Officer, item 10.2), Garth Gulley (Wellbeing and Safety Director, item 10.2), Michelle Teirney (items 11.1-11.3), Gus Gilmore (DCE Ako Delivery, items 10.3 and 11.2)

### Karakia timatanga

Murray Strong delivered the karakia and the meeting was opened at 9.35am

### Open Agenda

#### 1. Welcome/apologies/notices

- No apologies were received.
- Council members noted that following the meeting, members of the Wellbeing and Safety team would accompany Council members on site observations at the Ōtara, Manukau, and Tech Park campuses.
- Teorongonui Josie Keelan advised that she wished to raise an item of general business in the public excluded session regarding the Terms of Reference for the permanent Māori Advisory Committee.

#### 2. Administration (open)

##### 2.1 Council membership, calendar and schedule of committees

Council members noted the schedule of meetings for the remainder of the year.

## **2.2 Register of interests**

The Chair reminded members to declare any agenda items where a conflict arises between their role as a Te Pūkenga Council member and any private or other external interest they may have and stand aside from decision making in respect of that item. No members identified any additional conflicts.

## **2.3 Minutes (draft) of the meeting held 4 October 2023 (ordinary meeting)**

There were no matters arising from the open minutes.

**RESOLVED** (S. McCormack/T.P. Fairbairn-Dunlop)

*That the Council approve the minutes of Te Pūkenga Council open meeting held on 4 October 2023 as a true and correct record.*

**CARRIED**

## **2.5 Ngā mahi hei | Actions (open)**

There were no actions on the open agenda.

## **3. Chief Executive's report**

Te Pūkenga Council received the report titled 'Chief Executive's Report to Council – Open Session' and noted the update on current issues, key achievements and highlights arising during the reporting period.

## **4. Risk and compliance**

### **4.1 Council Code of Conduct review**

The Chief of Staff noted that changes were required to the Code of Conduct due to changes in the organisational structure and also to ensure consistency between Council and Committees. The Council members provided feedback on this Code of Conduct to:

- list which committees this applies to, being specific about advisory committees and Te Poari Akoranga
- change 1.1 to "as a member of Te Pūkenga Governance"
- cross check 2.10 with Crown Entity Director obligations as political neutrality may need to be made more explicit
- require all changes to be approved by Council, even if minor
- review 2.17 regarding declining gifts that might compromise independence and consider whether this should be all gifts
- include koha to Te Pūkenga (not a specific individual) including taonga

The Chief Executive advised Council members to let the Council Secretary know if they receive a gift so it can be entered onto the gift register.

The Council discussed whether an inventory is kept of taonga and were advised by the Chief Executive that multiple inventories exist across the business divisions and these need to be integrated. The Council also requested that the next steps be noted in the resolution when this is presented to Council December for approval.

**ACTION: Revise Code of Conduct with feedback provided (Assignee(s): Rebecca Donne, Ziena Jalil; Due Date: 06/12/2023)**

**ACTION: Revise koha policy to include gifts given and received and incorporate the taonga register (Assignee(s): Unassigned; Due Date: None)**

## **5. Reports from and relating to Committees**

### **5.1 Report from open portion of Te Poari Akoranga held 25 October 2023**

The DCE Academic Centre and Learning Systems provided an overview of the recent face to face meeting of Te Poari Akoranga at the Ara campus, noting that it approved the ākonga rights and responsibilities, acknowledging expectations that this placed on staff but that requirements for safety in learning are important. It also received verbal updates from ngā ohu whakahaere and noted challenges in membership with people being affected by the change process.

**RESOLVED** (M. Strong/J. Keelan)

*That Te Pūkenga Council:*

1. *Receive the report titled 'October 2023 Te Poari Akoranga hui open session'; and*
2. *Note that Te Poari Akoranga approved the Ākonga Rights and Responsibilities framework.*

### **5.2 Report from open portion of Finance and Capital Investment Committee held 25 October 2023**

**RESOLVED** (J. Morley/M. Strong)

*That Te Pūkenga Council receive the verbal and written update from the open portion of the Finance and Capital Investment Committee meeting held on 25 October 2023 at MITO in Wellington.*

**CARRIED**

## **6. Correspondence**

There was no correspondence to note in the open session.

## **7. He take atu anō | Any other business (open)**

No other business was raised.

## **8. Resolution to exclude the public**

**RESOLVED** (M. Strong/K. Ngārimu)

*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) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) 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 and the reason for passing the resolution in relation to each matter are as follows:*

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Section(s)</b>
9.	<i>Administration</i>	
9.1.	<i>Minutes of the closed portion of meeting held 4 October 2023</i>	<i>Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA</i>
9.2.	<i>Minutes of the confidential e-meeting held 26-27 October 2023</i>	<i>Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA</i>
9.3.	<i>Actions (confidential)</i>	<i>Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA</i>
10.	<i>Monthly reports</i>	
10.1.	<i>Chief Executive's report</i>	<i>Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA</i>
10.2.	<i>Wellbeing and Safety monthly report</i>	<i>Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA</i>
10.3.	<i>Operational risk report</i>	<i>Section 9(2)(g)(i) OIA Section 9(2)(i) OIA</i>
11.	<i>Financial reports</i>	
11.1.	<i>Report from Finance and Capital Investment Committee held 25 October 2023</i>	<i>Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA</i>
11.2.	<i>Otago Polytechnic Auckland International Campus</i>	<i>Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA</i>
11.3.	<i>2024 budget for approval</i>	<i>Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA</i>
12.	<i>Strategy</i>	
12.1.	<i>Quarterly report Q3 2023</i>	<i>Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA</i>
13.	<i>Reports from Committees</i>	

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Section(s)</b>
13.1.	Report from Health Safety and Wellbeing Committee held 18 October 2023	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
13.2.	Report from closed portion of Te Poari Akoranga held 25 October 2023	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
13.3.	Report from Kaimahi Advisory Committee held 26 October 2023	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
13.4.	Report from Komiti Māori held 27 October 2023	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
14.	<b>Inwards correspondence (confidential)</b>	
14.1.	Concessionary loan agreement between The Crown and te Pūkenga	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
15.	<b>Outwards correspondence (confidential)</b>	
15.1.	20 October 2023 letter to Tertiary Education Commission re Ministerial appointments falling due in 2024	Section 9(2)(a) OIA
16.	<b>Any other closed business (confidential)</b>	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA

**Interests**

<b>Section</b>	<b>Interest</b>
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(b)(ii) OIA	To 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)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(h) OIA	To maintain legal professional privilege.

<i>Section</i>	<i>Interest</i>
Section 9(2)(i) OIA	<i>To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.</i>
Section 9(2)(j) OIA	<i>To enable the organisation to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>

*And 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 namely:*

- *Ziena Jalil*
- *Keri-Anne Tane*
- *Garth Gulley*
- *Gus Gilmore*
- *Michelle Teirney*
- *Clarke Raymond*
- *Megan Gibbons*

*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.*

**CARRIED**

The Open portion of the meeting concluded at 9.54am.

The meeting closed at 1.40pm with karakia whakakapi delivered by Sam Huggard.

**.NELSON POLYTECHNIC EDUCATIONAL SOCIETY INC. (“Society”)**

**ANNUAL GENERAL MEETING MINUTES**

**6 September 2023 at 10.22am, Ara | Te Pūkenga Madras St Campus**

<b>Ngā tāngata i tae atu   Attendees</b>	Bill Moran, Heath Sawyer, Jeremy Morley, Jordan Gush, Kim Ngārimu*, Sam Huggard, Sue McCormack, Tagaloatele Peggy Fairbairn-Dunlop*.
<b>In attendance</b>	Peter Winder (Chief Executive), Andrew McSweeney (DCE Learner and Employer Experience and Attraction), Paora Ammunson (DCE Tiriti Outcomes), Kara Hiron* (Director – Legal), Ann-Marie Johnson* (Communications Advisor), Ellen Dixon and Tangihaere Gardiner (NZUSA), Sean Prender (NZDA), Gianina Schwanecke* (The Post/Stuff).
<b>Heamana   Chair (Acting)</b>	Sue McCormack
<b>Ngā meneti   Minutes</b>	Rebecca Donne (Council Secretary)

\* attended via video conference

1. Meeting opened by the Chair at 10.22am.
2. Apologies:  
Apologies were received from Murray Strong, John Brockies and Teorongonui Josie Keelan.
3. Minutes of the last meeting:  
It was noted that none of the current members of the Society was present at that meeting, but the minutes have already been approved as a correct record of the proceedings by former members.  
**RESOLVED (J. Morley)**  
*That, in accordance with Rule 13.7(a), the minutes of the meeting of 23 December 2023 as distributed to the members are received.*  
**CARRIED**
4. Waiver of notice requirements:  
It was noted that Rule 13.3 requires that 14 days’ notice be given to all member of the annual general meeting.  
**RESOLVED (H. Sawyer)**  
*That the members (being all the current members of the Society) waive the requirement for 14 days’ notice of the annual general meeting.*  
**CARRIED**
5. Financial statements:  
It was noted that the financial statements have been signed on behalf of the Society by the Chair of Council but that the Companies Office requires that the members formally approve the financial statements in general meeting.

**RESOLVED** (J. Gush)

*That, in accordance with Rule 13.7(b), the financial statements of the Society for the financial year ended 31 December 2022 are received and approved.*

**CARRIED**

6. New members:

It was noted that the nominees recommended for acceptance as members of the Society are all employees of Te Pūkenga in the Nelson-Marlborough region with senior management and/or teaching responsibilities.

**RESOLVED** (S. McCormack)

*That Olivia Hall, Nicole Akuhata, Julie Bytheway and Kate Neame are accepted as members of the Society in accordance with Rule 5.1(b).*

**CARRIED**

7. Appointment of an Executive Committee:

It was noted that there is currently no functioning Executive Committee. It was proposed that the members accepted under item 6 above, having local experience and responsibilities, be appointed to manage the business of the Society in accordance with Rule 9.

**RESOLVED** (J. Gush)

*That, in accordance with Rule 9.2, Olivia Hall, Nicole Akuhata, Julie Bytheway and Kate Neame are appointed as the members of the Executive Committee.*

**CARRIED**

8. Meeting closed

There being no general business the meeting closed at 10.25am.

**Confirmed as a true and accurate record on:**

**Signed:** \_\_\_\_\_  
Sue McCormack Heamana | Chair (Acting)



# Pūrongo Kaunihera a Te Pūkenga | Council Report

6 December 2023

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

## Te Taunaki | Recommendation(s)

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

a.	Receive the report titled Chief Executive's Report to Council - Open Session
b.	Note the update on current issues, key achievements and highlights arising during the reporting period.

## Kōrero Whakapōpoto | Executive Summary

The shape of the new Coalition Government is now known, and the new Minister of Tertiary Education and Skills is Hon. Penny Simmonds. Minister Simmonds is well known across the sector from her time as Chief Executive of SIT. We have congratulated her on her appointment, provided a detailed Briefing to the Incoming Minister and are looking forward to meeting her.

The Minister has signalled in post-election media commentary an intention to disestablish Te Pūkenga. It is not yet clear what would be put in place, or the timetable for any change. These matters will be addressed with the Minister. In the meantime, we are left with the need to ensure that we can continue to operate, continue to meet the needs of ākongā and employers, and operate within the financial parameters that we have.

Recognising the conventions of the election process, the current letter of expectations, and the operational needs of the organisation it was decided that we would continue to make appointments to the recently established and vacant management roles across Te Pūkenga. Each group, tier and rohe is moving at a different pace as we work through a jigsaw of recruitment, and timelines therefore differ for each role.

Pounuku | Director appointments have been announced in Kāhui Hua Tiriti | Tiriti Outcomes, Kāhui Mātauranga me ngā Pūnaha Ako | Academic Centre and Learning Systems (ACLS) and Kāhui o te Tumuaki | Office of the Chief Executive.

Work is continuing to complete the transition from the old division structure to the new structure. Good progress is being made on refining the Transformation Roadmap.

Consultation on the Digital Phase 2 proposal closed on 17 November. Feedback is being analysed, with decisions due to be released in early December.



Domestic enrolments continue to be down at Te Pūkenga and across the tertiary education sector. However, growth in international education remains strong. Two Te Pūkenga Deputy Chief Executives have recently spent ten days in China meeting stakeholders and building relationships which will deliver value.

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

### **Tāraia te anamata | Creating our futures**

Over the past few months, the Transition Programme has been busy ensuring that all functions and activities undertaken by our current divisions are mapped to our new group structures. The mapping of more than 1,400 functions / activities (many are common across divisions) to each new business group has been confirmed.

The team is now in the process of developing in-depth reports for each group, outlining the functions they take accountability for and the transition risks that need to be managed.

Our aim is to ensure that nothing is left behind. We want all divisions to transition smoothly to the new structure and have a strong foundation for the future.

Many senior leaders have been busy with interviews and making appointments for their new teams. As leadership appointments are confirmed, these leaders will then begin to recruit for the roles within their teams. Each group, tier and rohe is moving at a different pace as we work through recruitment, and timelines will differ for each role.

Another key piece of work we recently completed is a refreshed onboarding process, which is now available on Te Whare (intranet) for all kaimahi with a Te Pūkenga email address. The project provides a clear, simple pathway for new and transitioning kaimahi as they are set up with the core essentials to get started at Te Pūkenga, including payroll and technology.

### **Pounuku | Director appointments update**

Appointments have been announced in in Kāhui Hua Tiriti | Tiriti Outcomes and Kāhui Mātauranga me ngā Pūnaha Ako | Academic Centre and Learning Systems and Kāhui o te Tumuaki | Office of the Chief Executive.

The new Tiriti Outcomes Directors are:

- Tania Tarawa: Pounuku Punaha Tiriti | Tiriti Systems Director
- Aniwairua Komarkowski-Chapman : Pounuku Rautaki Tiriti | Tiriti Strategy Director
- Anaru Timutimu: Pounuku Piringa Tiriti | Tiriti Partnerships Director
- Amomai Pihama: Pounuku Tikanga Tūhonohono | Tikanga and Engagement Director

The Pounuku are transitioning into their roles and will be fully in situ by 1 December 2023.

Joining the leadership team in Kāhui Mātauranga me ngā Pūnaha Ako | Academic Centre and Learning Systems are:

- Janine Kapa: Pounuku Tiriti | Tiriti Director (ACLS)
- Jamie Smiler: Pounuku Rangahau | Rangahau and Research Director
- Deborah Young: Pounuku Kairangi Ako | Ako Excellence Director
- Rod Bentham: Pounuku Mauru Ako | Ako Solutions Director

- Patrick Jones: Pounuku Hinonga me te Whakatinanatanga | Portfolio and Performance Director.

Joining the leadership team in Kāhui o te Tumuaki | Office of the Chief Executive is:

- Johnny Tramoundanas-Can: Government Relations Director

## Digital Consultation

Consultation on the Digital Phase 2 proposal closed on 17 November.

The proposed structure aims to make the most of our scale and the benefits that brings through a unified digital function, offering consistent, cost-effective, and responsive high-quality digital services to ākongā, employers and kaimahi. No role disestablishments are proposed.

Feedback is being analysed and it is expected that decisions will be released in early December.

## Media and communications

It has been a quiet period for media. We responded to a question about apprenticeship achievement rates, with official figures showing that many apprentices, particularly in the building and architecture sectors, gained no credits last year. Our response explained that the achievement structure of these apprenticeships means that more credits are attained towards the end of the qualification. With programmes lasting four to five years, we expect to see a corresponding increase in achievement rates flow through over the next few years.

We also provided an update to media confirming that full-time level 3, 4, 5 and 6 Te Pokaitahi Reo programmes would proceed at Ara | Te Pūkenga next year with no minimum required number of enrolments. Fees are still being finalised.

In response to a column questioning efforts to address rural skills shortages which appeared in the New Zealand Herald on 7 November, National Ako Director for Food and Fibre at Te Pūkenga, Andrea Leslie, [published a column](#) outlining the work being done to attract and train workers for the primary sector.

## Performance-Based Research Fund

Te Pūkenga has announced that we will participate in the 2026 Performance-Based Research Fund (PBRF) process. This commitment recognises the importance of research and rangahau in our future. The PBRF rewards and incentivises quality research, and involves a rigorous process run by the Tertiary Education Commission, which assesses the research performance of tertiary education organisations (TEOs) and funds them on this basis. The process runs every six years.

Kaimahi will be encouraged to submit individual portfolios of their research and rangahau for the PBRF, as this is the main way TEOs receive research-specific funding support, and researchers can grow their national and international profiles.

## International Council for Open and Distance Education's (ICDE) 30th World Conference

Te Pūkenga and Massey University Te Kunenga ki Pūrehuroa have won a joint bid to host the International Council for Open and Distance Education's (ICDE) 30th World Conference in Wellington in 2025. Hosting this international event will put Te Pūkenga and Massey University's innovative work in broadening access to tertiary education on the world stage.



The biennial event will take place at Tākina Wellington Convention and Exhibition Centre in November 2025. It is expected to attract more than 800 international leaders in the field of open and distance learning.

ICDE is the leading global membership association working towards bringing accessible, quality education to all through Open, Flexible and Distance Learning (OFDL). It is a non-profit, non-governmental organisation, with more than 320 members and partners worldwide.

### **Platforms and processes**

Te Pūkenga has partnered with Crown entity REANNZ to ensure free, secure and high-performing Wi-Fi access for all ākonga and kaimahi in Aotearoa New Zealand by the end of 2023. The initiative involves the implementation of the eduroam network, which boasts an expansive coverage in New Zealand with over 180 enabled sites including universities, libraries, cafés and conference centres, in addition to an extensive international reach.

### **Accountability documents**

We have provided the drafts of our new Statement of Intent (SOI) and Statement of Performance Expectations (SPE) for the incoming Minister to provide feedback on. There is a lot happening around the network and the revised SPE will ensure we capture the different activities we provide to support better outcomes for learners and employers to ensure equitable outcomes, and to meet the skills needs of the country.

The SOI and SPE build on our updated strategic framework, which is centred on: maximising ākonga success, equity and wellbeing; becoming a highly valued, trusted and sustainable organisation; and a nationally enabled and regionally responsive network.

### **Celebrating kaimahi success**

Dila Beisembayeva, Senior Implementation Lead (Microcredentials), in ACLS, won New Zealand's Most Outstanding in IT Security Award at the New Zealand Women in Security Awards. Dila has been instrumental in establishing the industry-approved Te Pūkenga Level 6 Diploma in Cybersecurity which is a well-regarded entry-level qualification into the cybersecurity industry, and a recent Amazon Web Services (AWS) re/Start microcredential pilot involving the Ministry of Social Development clients, which went so well that a number of graduates secured work immediately on graduation.

Chief Digital Officer Teresa Pollard placed 16th in the CIO50 NZ Awards. These awards celebrate the achievements of the top senior technology and digital executives in Aotearoa New Zealand who are driving innovation, rapid change, building great cultures, and influencing leadership teams across their organisations. While we celebrated Teresa's success, it was also bittersweet as she has decided to step down from her fulltime executive role to spend more time with her young family. Until we advertise and make a permanent appointment, Steven Turnbull, our Chief Information Security Officer will be seconded into the role.

### **Partnerships**

The recent MOU between Air New Zealand and NMIT | Te Pūkenga to address the need for aviation engineering skills has opened new pathways for ākonga. For the first time we have two ākonga currently doing their work-based training at the Air New Zealand workshops in Auckland, under the direct supervision of their engineering staff.



The MOU also offers the NMIT graduates an opportunity to apply for an Air New Zealand traineeship, which gives them the industry experience required to move into an Aircraft Engineer role. This year, among numerous applicants nationwide, all seven NMIT | Te Pūkenga ākonga who applied were offered a place with Air New Zealand.

### Other network successes

- The rebuild of the EIT | Te Pūkenga Hawke's Bay campus is progressing well, with local construction company Gemco, who was awarded the main contract, making great progress to reopen a large amount of the campus in time for the start of the 2024 academic year. By Semester One 2024, we plan to have 70 percent of the campus open, with good provision in lease sites around Hawke's Bay to deliver our full range of programmes.
- UCOL | Te Pūkenga has announced it will introduce a new Māori and Pasifika performing arts course in 2024. The new Performing Arts Level 3 course will provide an introduction to Māori and Pasifika performing arts, covering Māori, Cook Island and Samoan basic skills in song and dance. The course will be run at Te Whare Amorangi, the marae on UCOL's campus in Wairarapa.
- UCOL | Te Pūkenga and Te Whatu Ora MidCentral have launched New Zealand's first Rainbow Nursing Scholarship. The scholarship, founded by ex-UCOL ākonga and current Te Whatu Ora MidCentral employee Mel Meates, is available for LGBTQI+ Bachelor of Nursing ākonga studying at UCOL's Palmerston North campus.

### Ngā whakatau me ngā pōtaetanga | Welcomes and Graduations

The following graduations will take place in December 2023.

Date	Business division	Location
Saturday, 9 December 2023	SIT Graduation	Invercargill
Tuesday, 12 December 2023	NMIT Graduation	Blenheim
Friday, 15 December 2023	NMIT Graduation	Nelson
Tuesday, 19 December 2023	SIT Graduation	Christchurch

The following graduations will take place in 2024.

Date	Business division	Location
Friday, 15 March 2024	NorthTec Graduation	Whangārei, Forum North
Tuesday, 9 April 2024	Unitec Autumn Graduation	Auckland
Wednesday, 17 April 2023	WelTec and Whitireia (subject areas - Health and Wellbeing, Pacific Health and Social Practice, Creative and Hospitality, Te Wananga Māori)	Te Rauparaha Arena, Porirua



Date	Business division	Location
Wednesday, 12 June 2024	WeITec and Whitireia (subject areas - innovation, design & technology)	Lower Hutt Event Centre, Lower Hutt

If Council members wish to attend a graduation ceremony, they should advise the Council Secretary.

## Pūrongo Kaunihera a Te Pūkenga | Council Report

6 December 2023

<b>Title</b>	Report from open portion of Risk and Audit Committee Meeting 29 November 2023
<b>Provided by</b>	John Brockies, Committee Chair
<b>Author</b>	Haley Passmore, Governance Advisor
<b>For</b>	Approval

### Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a.	Receive the verbal and written update from the Risk and Audit Committee of the meeting held on 29 November 2023 by Zoom; and
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### Te Tāhuhu Kōrero | Background

The Risk and Audit Committee (the Committee) met on 29 November 2023 in an online Zoom meeting. The Committee considered the following items:

#### 2024 Workplan

The Committee agreed that a cross-check system be implemented to ensure the workplan reflects the Committee's delegations.

### Ngā Tāpiritanga | Appendices

[Open Agenda of 29 November Risk and Audit Committee](#)

# Pūrongo Kaunihera a Te Pūkenga | Council Report

6 December 2023

<b>Title</b>	<b>Council Code of Conduct review</b>
<b>Provided by</b>	Ziena Jalil, Pourangi Kaimahi   Chief of Staff
<b>Author</b>	Rebecca Donne, Council Secretary
<b>For</b>	Approval

## Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a.	Receive the report titled 'Council Code of Conduct review';
b.	Approve the updated Council, Committees of Council and Advisory Committees Code of Conduct; and
c.	Note the next steps outlined in this report.

## Te Tāhuhu Kōrero | Background

The Council Code of Conduct (Code) was created when Te Pūkenga Council was established. On 1 June 2022, the reference to the Education and Training Act 2020 and review of expectations was updated, as well as the branding/formatting.

The Code of Conduct was recently reviewed by Te Pūkenga Legal to extend to advisory committee members as well as Council, reflect the new organisational structure and reference the Expenditure Policy.

Council considered these changes at its meeting on 1 November 2023 and provided guidance to:

- list which committees this applies to, being specific about advisory committees and Te Poari Akoranga
- change 1.1 to “as a member of Te Pūkenga Governance”
- cross check 2.10 with Crown Entity Director obligations as political neutrality may need to be made more explicit
- require all changes to be approved by Council, even if minor
- review 2.17 regarding declining gifts that might compromise independence and consider whether this should be all gifts
- include koha to Te Pūkenga (not a specific individual) including taonga



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

The purpose of this report is for Council to approve the updated Code of Conduct, incorporating the changes requested by Council at the last meeting.

## Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

A sentence has been added at the start to define which Committees this Code of Conduct applies to, and “representatives of Te Pūkenga” has been changed to “a member of Te Pūkenga Governance”.

A new clause 2.11 has been added to make political neutrality explicit. This clause includes clarification that this does not limit the right of kaimahi to exercise academic freedom, as once it is approved, the Code of Conduct will apply to committees which have academic kaimahi members. The Council should consider whether this clause sufficiently meets its requirements.

For context, the Code of Conduct for Crown Entity Board Members states:

*“We are politically impartial*

*We act in a politically impartial manner. Irrespective of our political interests, we conduct ourselves in a way that enables us to act effectively under current and future governments. We do not make political statements or engage in political activity in relation to the functions of the Crown entity.*

*When acting in our private capacity, we avoid any political activity that could jeopardise our ability to perform our role or which could erode the public’s trust in the entity. We discuss with the Chair any proposal to make political comment or to undertake any significant political activity.”*

New clauses 2.18 – 2.26 have been added to expand on the requirements for giving and receiving gifts and koha, including Taonga.

## Te Pae Tawhiti | Te Tiriti o Waitangi Excellence Framework

Extending the Code to Committees and Advisory Committees ensures that any members of the Māori Advisory Committee who are co-opted onto Council Committees in future are covered by the same Code of Conduct.

## Ōritetanga me te Angitu Ākonga | Equity Impact and Ākonga Success

Not applicable.

## Pānga ki Ngā Ākonga/Kaitukumahi | Employer Impact

Not applicable.

## **Te Uiuinga Whānui | Engagement/consultation**

This has not been engaged further than the Office of the Chief Executive.

## **Ngā tino raru ka heipū mai | Key risks**

Extending the Council Code of Conduct to Advisory Committees mitigates the risk created by having separate codes of conduct written into the terms of reference for each advisory committee and there being different expectations of conduct. It ensures that Te Pūkenga complies with Section 325 (2) of the Education and Training Act, which requires Advisory Committees to be treated as a board established by the Council.

## **Te tirohanga taha pūtea | Financial considerations**

There is no financial impact from this decision.

## **Te Ahunga Ki Mua | Next steps**

If Council approves this Code of Conduct, it will be effective immediately and referenced in the Committee and Advisory Committee Terms of Reference as they are developed / reviewed.

A small change will be made to the Māori Advisory Committee Terms of Reference when they are reviewed in 2024, to enable the Chair of Council to terminate membership if the member fails to act in accordance with the Council/Committee Code of Conduct and/or fails to act in accordance with the Terms of Reference applicable to Committee Members.

The Legal team will review the Koha policy in 2024 to ensure that it reflects the feedback from Council at its November meeting.

At a future stage, the Appointment and Remuneration Committee will need to consider whether Te Pūkenga Council should issue letters of expectation to wholly owned subsidiary boards to ensure that Code of Conduct for the governance of those entities is in line with the expectations in this Code of Conduct.

## **Te Hunga whai koha | Contributors**

This Code of Conduct was considered by the Executive Leadership Team on 24 October 2023.

## **Ngā Tāpiritanga | Appendices**

**Appendix 1:** Marked up changes to Code of Conduct

**Appendix 2:** Clean Council, Committees of Council and Advisory Committees Code of Conduct



# Kaupapa-here | Council, Committees of Council and Advisory Committees Code of Conduct

## Mō wai me te whānuitanga | Audience and scope

As ~~representatives a member~~ of Te Pūkenga Governance, how Council and Committee members behave is important. Council and Committee-members must act with a spirit of service to the community and meet the same high standards of integrity and conduct in everything they do.

This policy applies to Te Pūkenga Council and all Committees reporting to Te Pūkenga Council (including, but not limited to Te Poari Akoranga and advisory committees established under the Education and Training Act 2020).

~~This policy provides a framework for the Council and Council and Committee members to carry out their roles and responsibilities to a standard consistent with good practice within public entities, and to provide a framework that “sets the tone from the top” establishes good practice governance and quality advisory services within Te Pūkenga.~~

Commented [JW1]: Inserted below

## Mokamoka whakaaetanga | Approval details

Version number	<del>23</del>	Issue date	<del>1 June 2022</del>
Approval authority	Te Pūkenga Council	Date of approval	<del>30 May 2022</del>
Policy sponsor (has authority to make minor amendments)	<del>Chief of Staff</del> Te Pūkenga Council	Policy owner	<del>Chief Executive</del> Chair of Council
Contact person	<del>Marina Mathews</del> Council Secretary, Office of the CE	Date of next review	7 April <del>2023</del> 2025

## Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	1 April 2020	Sinead Hart	
2	1 June 2022	Marina Mathews	Update branding/formatting. Update reference to the Education and Training Act 2020. Review of expectations.
<u>3</u>		<u>Legal</u>	<u>Update according to new Organisational Structure. -Removed reference to Council</u>



			<a href="#">Fees and Expenditure guidelines and reference back to Expenditure Policy. Policy applies to advisory committee members as well as Council. Added requirement for political neutrality and clarified requirements for receiving gifts.</a>
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## Kaupapa-here | Council, Committees of Council and Advisory Committees Code of Conduct

Commented [JW2]: Check/Insert translations

### 1. Pūtake | Purpose and Scope

~~1.1. As representatives a member of Te Pūkenga Governance, how Council members behave Council and elected/appointed Committee member behaviour is important must be consistent with maintaining the trust and confidence of Te Pūkenga kaimahi, ākongā and members of the public.~~

~~1.2. The honesty and integrity principles within this Policy must be maintained at the highest level.~~

~~1.1.1.3. Council/Committee members must act with a spirit of service to the community and Te Pūkenga and ensure integrity is at the core of what they do; effectively building trust and meet the same high standards of integrity and conduct in everything they do providing ethical and authentic governance, recommendations, advice, and giving effect to the purpose of Te Pūkenga and Te Pae Tawhiti | Te Tiriti o Waitangi Excellence Framework.~~

~~1.4. This policy provides a framework for Council and Committee members to carry out their roles and responsibilities to a standard consistent with good practice within public entities, and to provide a framework that establishes good practice governance and quality advisory services within and for Te Pūkenga.~~

~~This policy provides a framework for the Council and Council Committee members to carry out their roles and responsibilities to a standard consistent with good practice within public entities, and to provide a framework that "sets the tone sets good examples from the "top" and those with advisory roles within Te Pūkenga Te Pae Tawhiti | Te Tiriti o Waitangi Excellence Framework~~

~~The Council of Te Pūkenga acknowledges that this Policy has been adopted while there is ongoing work being carried out to consider how Te Pae Tawhiti – Te Tiriti o Waitangi Excellence Framework should be fully embedded in the Policy. The Council notes that Te Pūkenga is still on its transition journey and, as it matures, this Policy and others will be reviewed to ensure they align with the new Operating Model and reflect Te Pae Tawhiti best practice.~~

### ~~3.2.~~ Ngā Mātāpono | Principles

~~3.1.2.1. The principles in this policy should guide Council and Committee members' behaviour in performing their roles with an expectation that they will:~~

~~Honesty, integrity and transparency~~

~~3.2.2.2. Act with honesty and integrity in approaching their roles and responsibilities.~~

~~3.2.2.3. Conduct the business of the Council and Committees with appropriate openness and transparency.~~

~~3.4.2.4. Undertake Council/Committee duties and responsibilities in a manner that respects other Council/Committee members, learners, ākongā and the staff kaimahi of Te Pūkenga.~~



3.5-2.5. Ensure that actions taken in the performance of Council or Committee duties do not discredit themselves, any other Council/Committee member, Te Pūkenga or staff | kaimahi or learner | ākonga of Te Pūkenga.

3.6-2.6. Ensure that fees and expenses are claimed in accordance with the Cabinet Office Fees Framework and Te Pūkenga Council Fees and Expenses Guide Expenditure Policy.

Act in the best interests of Te Pūkenga

3.7-2.7. Diligently prepare for, and attend, Council/Committee meetings.

3.8-2.8. Maintain a good level of competence and knowledge, including remaining familiar with Te Pūkenga activities and its operating environment to undertake the roles and responsibilities of a Council/Committee member.

3.9-2.9. Apply ~~their~~ knowledge, skill and experience and expertise with all reasonable care and diligence.

2.10. Not engage in activities which could affect their judgement or objectivity as a Council/Committee member, nor engage in any activities that could damage the integrity and reputation of Te Pūkenga, its or its Council or Committees.

3.10-2.11. Always have regard and awareness within the context of professional duties as a governance member of Council/Committee to remain politically neutral within the framework of Te Pūkenga Charter, Government directives and having regard to the Public Service Commissioner guidelines (as may be amended from time to time). However, nothing in this policy shall limit the right of kaimahi to exercise academic freedom as provided in section 318 of the Education and Training Act 2020.

3.11-2.12. Council ~~is~~ to support the Chief Executive in the management and operation of Te Pūkenga in accordance with Te Pūkenga functions and charter, current statement of intent and current statement of performance expectations, and as expressed in any investment and/or strategic plan and budget.

Act fairly and impartially

3.12-2.13. Observe independence and objectivity in carrying out the roles and responsibilities of the Council/Committee.

3.13-2.14. Avoid business connections, affiliations and personal connections that could impact negatively on involvement in Council/Committee discussions and decisions.

3.14-2.15. Council/Committee members must ~~d~~Declare and manage any conflicts of interest in accordance with the Education and Training Act 2020, Te Pūkenga Conflicts of Interest Policy and the mitigation strategies determined by the Council/Committee and the Gifts/Koha Policy.

3.15-2.16. Not be present during any deliberation, nor take part in any decision, of the Council/Committee with respect to a matter in which the Council/Committee member has an interest, unless the Council/Committee otherwise decides.



Use Council/Committee information, Council/Committee funds, and Council/Committee position appropriately

- 2.17. Respect the confidentiality of information received as a Council/Committee member and use it only for proper purposes.
- 2.18. Members must comply with Te Pūkenga Fraud and Corruption, Conflict of Interest, Gifts/Koha and Communication and Media Policies.
- 2.19. Members must refrain from giving or receiving gifts, benefits and positions that may compromise independence or create an appearance of obligation or bias.
- 2.20. All gifts/koha including Taonga with a market or known value of more than \$100 plus GST must be registered on the Gifts, Koha and Hospitality register. Undisclosed giving or receiving of gifts could be perceived as inducement, corruption, or bribery.
- 2.21. Gifts may be accepted by a member of Te Pūkenga Governance in accordance with 2.19 above, where the gift value does not exceed \$100 plus GST in value, either individually or cumulatively over a 12-month period where multiple gifts are given to an individual. However, the recipient must have regard to the nature, timing, and mitigating circumstances. For example, it would be inappropriate to accept gifts or hospitality where Te Pūkenga is likely to be making decisions involving the external party or person offering the gift/hospitality such as procurement or tender decisions.
- 2.22. Where, to refuse a gift, it would be inappropriate, embarrassing or cause offence to the gift giver, the gift may be accepted but must be entered into the Gifts, Koha and Hospitality register as soon as possible. Some examples would be where the gift is presented at a conference, or by a cultural or international delegation or delegate.
- 2.23. Where it is intended for the gift/koha/taonga to be given to Te Pūkenga, the member receiving the gift on behalf of Te Pūkenga must at the earliest opportunity declare it on the Gifts, Koha and Hospitality register and provide the item to the person responsible for maintaining the register.
- 2.24. The person maintaining the register will arrange for the appropriate placement or allocation of the gift/koha/taonga.
- 2.25. Gifts given by individuals or suppliers with a value exceeding \$100 plus GST must be noted to the Chief Financial Officer (CFO) along with any conditions associated with the giving of the gift. The CFO may seek approval from the Chief Executive or the Council if there are any actual or perceived conflicts of interest or other matter that would render it inappropriate to accept the gift.
- ~~2.16.2.26.~~ Gifts must not be exchanged for cash.
- ~~3.17.~~ Decline gifts, benefits and positions that may compromise independence or create perceived obligations or bias.





~~3.17. Comply with Te Pūkenga Fraud and Corruption Policy and Communication and Media Policy.~~

~~3.19.2.27.~~ Accept responsibility for the decisions and actions of the Council/Committee even if they are contrary to a personal view.

Exercise due care and diligence

~~3.20.2.28.~~ Work to improve the performance and efficiency of Te Pūkenga and use its resources carefully and only for intended purposes.

~~3.21.2.29.~~ Properly manage and utilise the funding available to Te Pūkenga and make decisions for the educational benefit of the people of Aotearoa New Zealand.

~~3.22.2.30.~~ Exercise due care and diligence when considering issues and making decisions by understanding the educational, financial, and strategic implications.

~~3.23.2.31.~~ Understand and enquire into the financial and other information provided to the Council/Committee.

Compliance with laws and policies

~~3.24.2.32.~~ Comply with all applicable laws, including the Education and Training Act 2020, Crown Entities Act 2004, Local Government Official Information and Meetings Act 1987 and public accountability obligations.

~~3.25.2.33.~~ Council must ensure Te Pūkenga and or Committees operates in a manner that is consistent with ~~the~~ Te Pūkenga functions and charter, current statement of intent and current statement of performance expectations.

Council and Chief Executive Expectations

a) Chief Executive's expectations of Council

~~3.26.2.34.~~ The Council members:

- a) Demonstrate respect, trust, and openness in relationships.
- b) Set clear expectations of the Chief Executive articulated primarily through a position description and annual performance agreement.
- c) Conduct regular performance progress reviews of the Chief Executive and provide feedback against the performance agreement.
- d) Constructively challenge and "stretch" the Chief Executive and act as the "critical friend" of the Chief Executive.
- e) Are accessible and available to the Chief Executive and for Te Pūkenga activities.
- f) Act with a no surprises policy.
- g) Are willing to clarify matters outside of Council meetings.
- h) Provide the Chief Executive with a clear understanding of the scope and responsibilities of the Council's governance roles.



- i) Council members consider the interests of the institution of primary importance and leave personal interests outside of meetings.
- j) Are informed and committed in a way that ensures the Chair and Council “add value”.
- k) Implement and abide by good meeting processes.

b) Council’s expectations of Chief Executive

2.27-2.35. The Chief Executive:

- a) Demonstrates respect, trust, and openness in relationships.
- b) Provides relevant information in a timely, accurate and understandable way that enables robust Council discussion and decision making.
- c) Informs the Council of situations that may involve non-compliance with Council policy or involve legal conflict/dispute relating to Te Pūkenga.
- d) Informs the Council of significant trends, issues and their implications that may impact on Council policies, decisions and required actions.
- e) Includes the Council in key initiatives/decisions and ensures that proposals are fully explained and supported by objective analysis and alternative perspectives.
- f) Demonstrates approachability and accessibility (open door) to [staff](#) | [kaimahi](#), stakeholders, and Council members.
- g) Engages in active debate and questioning with the Council.
- h) Supports the Chair to create a structure and environment that enables effective governance to occur.
- i) Provides induction/orientation of Council members and ongoing support and guidance for Council members.
- j) Interacts with the Chair in a similar manner to that which the Chief Executive expects from his direct reports.
- k) Demonstrates behaviour that mirrors Te Pūkenga values and a strong commitment to Te Pūkenga functions and Charter, current statement of intent and current statement of performance expectations, and any strategic directions and Investment Plan of Te Pūkenga.
- l) Supports the Chair to identify skill gaps around the Council table and to proactively address these.
- m) Demonstrates absolute integrity and professionalism in all activities and actions as Chief Executive.

Council and Chief Executive Expectations of Committee Members

2.36. The Committee members must:

- a) Act at all times within the parameters of any delegated authority (if given).
- b) Ensure ongoing compliance with any eligibility requirements for Committee members.
- c) Comply at all times with the Terms of Reference issued by Te Pūkenga or its Council as they relate to the specific Committee and its members.
- d) Immediately notify the Committee and Council of any change that may affect the member’s eligibility to participate in the Committee, the ability to act objectively, or where there is a potential for perceived or actual conflict of interest.



#### Termination of Committee Member Appointment

A Committee member's appointment may be terminated at any time for good reason by Te Pūkenga Council Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Committee hui (without informing the Committee Chair, and failure to act in accordance with the Council/Committee Code of Conduct, and/or a failure to act in accordance with the Terms of Reference applicable to Committee Members.

If a member is a Co-Chair and they resign from the Committee or are removed from the Committee, that member's term as Co-Chair also terminates.

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# Kaupapa-here | Council, Committees of Council and Advisory Committees Code of Conduct

## Mō wai me te whānuitanga | Audience and scope

As a member of Te Pūkenga Governance, how Council and Committee members behave is important. Council and Committee members must act with a spirit of service to the community and meet the same high standards of integrity and conduct in everything they do.

This policy applies to Te Pūkenga Council and all Committees reporting to Te Pūkenga Council (including, but not limited to Te Poari Akoranga and advisory committees established under the Education and Training Act 2020).

## Mokamoka whakaaetanga | Approval details

<b>Version number</b>	3	<b>Issue date</b>	
<b>Approval authority</b>	Te Pūkenga Council	<b>Date of approval</b>	
<b>Policy sponsor (has authority to make minor amendments)</b>	Te Pūkenga Council	<b>Policy owner</b>	Chair of Council
<b>Contact person</b>	Council Secretary, Office of the CE	<b>Date of next review</b>	7 April 2025

## Ngā whakatikatika | Amendment history

<b>Version</b>	<b>Effective date</b>	<b>Created/reviewed by</b>	<b>Reason for review/comment</b>
1	1 April 2020	Sinead Hart	
2	1 June 2022	Marina Mathews	Update branding/formatting. Update reference to the Education and Training Act 2020. Review of expectations.
3		Legal	Update according to new Organisational Structure. Removed reference to Council Fees and Expenditure guidelines and reference back to Expenditure Policy. Policy applies to advisory committee members as well as Council. Added requirement for political neutrality and clarified requirements for receiving gifts.



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## Kaupapa-here | Council, Committees of Council and Advisory Committees Code of Conduct

### 1. Pūtake | Purpose and Scope

- 1.1. As a member of Te Pūkenga Governance, Council and elected/appointed Committee member behaviour must be consistent with maintaining the trust and confidence of Te Pūkenga kaimahi, ākonga and members of the public.
- 1.2. The honesty and integrity principles within this Policy must be maintained at the highest level.
- 1.3. Council/Committee members must act with a spirit of service to the community and Te Pūkenga and ensure integrity is at the core of what they do; effectively building trust and providing ethical and authentic governance, recommendations, advice, and giving effect to the purpose of Te Pūkenga and Te Pae Tawhiti | Te Tiriti o Waitangi Excellence Framework.
- 1.4. This policy provides a framework for Council and Committee members to carry out their roles and responsibilities to a standard consistent with good practice within public entities, and to provide a framework that establishes good practice governance and quality advisory services within and for Te Pūkenga.

### 2. Ngā Mātāpono | Principles

- 2.1. The principles in this policy should guide Council and Committee members' behaviour in performing their roles with an expectation that they will:

#### Honesty, integrity and transparency

- 2.2. Act with honesty and integrity in approaching their roles and responsibilities.
- 2.3. Conduct the business of the Council and Committees with appropriate openness and transparency.
- 2.4. Undertake Council/Committee duties and responsibilities in a manner that respects other Council/Committee members, learners | ākonga and the staff | kaimahi of Te Pūkenga.
- 2.5. Ensure that actions taken in the performance of Council or Committee duties do not discredit themselves, any other Council/Committee member, Te Pūkenga or staff | kaimahi or learner | ākonga of Te Pūkenga.
- 2.6. Ensure that fees and expenses are claimed in accordance with the Cabinet Office Fees Framework and Te Pūkenga Expenditure Policy.

#### Act in the best interests of Te Pūkenga

- 2.7. Diligently prepare for, and attend, Council/Committee meetings.
- 2.8. Maintain a good level of competence and knowledge, including remaining familiar with Te Pūkenga activities and its operating environment to undertake the roles and responsibilities of a



Council/Committee member.

- 2.9. Apply knowledge, skill and experience and expertise with all reasonable care and diligence.
- 2.10. Not engage in activities which could affect their judgement or objectivity as a Council/Committee member, nor engage in any activities that could damage the integrity and reputation of Te Pūkenga, its Council or Committees.
- 2.11. Always have regard and awareness within the context of professional duties as a governance member of Council/Committee to remain politically neutral within the framework of Te Pūkenga Charter, Government directives and having regard to the Public Service Commissioner guidelines (as may be amended from time to time). However, nothing in this policy shall limit the right of kaimahi to exercise academic freedom as provided in section 318 of the Education and Training Act 2020.
- 2.12. Council is to support the Chief Executive in the management and operation of Te Pūkenga in accordance with Te Pūkenga functions and charter, current statement of intent and current statement of performance expectations, and as expressed in any investment and/or strategic plan and budget.

Act fairly and impartially

- 2.13. Observe independence and objectivity in carrying out the roles and responsibilities of the Council/Committee.
- 2.14. Avoid business connections, affiliations and personal connections that could impact negatively on involvement in Council/Committee discussions and decisions.
- 2.15. Council/Committee members must declare and manage any conflicts of interest in accordance with the Education and Training Act 2020, Te Pūkenga Conflicts of Interest Policy and the mitigation strategies determined by the Council/Committee and the Gifts/Koha Policy.
- 2.16. Not be present during any deliberation, nor take part in any decision, of the Council/Committee with respect to a matter in which the Council/Committee member has an interest, unless the Council/Committee otherwise decides.

Use Council/Committee information, Council/Committee funds, and Council/Committee position appropriately

- 2.17. Respect the confidentiality of information received as a Council/Committee member and use it only for proper purposes.
- 2.18. Members must comply with Te Pūkenga Fraud and Corruption, Conflict of Interest, Gifts/Koha and Communication and Media Policies.
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- 2.24. The person maintaining the register will arrange for the appropriate placement or allocation of the gift/koha/taonga.
- 2.25. Gifts given by individuals or suppliers with a value exceeding \$100 plus GST must be noted to the Chief Financial Officer (CFO) along with any conditions associated with the giving of the gift. The CFO may seek approval from the Chief Executive or the Council if there are any actual or perceived conflicts of interest or other matter that would render it inappropriate to accept the gift.
- 2.26. Gifts must not be exchanged for cash.
- 2.27. Accept responsibility for the decisions and actions of the Council/Committee even if they are contrary to a personal view.

**Exercise due care and diligence**

- 2.28. Work to improve the performance and efficiency of Te Pūkenga and use its resources carefully and only for intended purposes.
- 2.29. Properly manage and utilise the funding available to Te Pūkenga and make decisions for the educational benefit of the people of Aotearoa New Zealand.
- 2.30. Exercise due care and diligence when considering issues and making decisions by understanding the educational, financial, and strategic implications.
- 2.31. Understand and enquire into the financial and other information provided to the Council/Committee.





### Compliance with laws and policies

- 2.32. Comply with all applicable laws, including the Education and Training Act 2020, Crown Entities Act 2004, Local Government Official Information and Meetings Act 1987 and public accountability obligations.
- 2.33. Council must ensure Te Pūkenga and or Committees operate in a manner that is consistent with Te Pūkenga functions and charter, current statement of intent and current statement of performance expectations.

### Council and Chief Executive Expectations

#### a) Chief Executive's expectations of Council

- 2.34. The Council members:
  - a) Demonstrate respect, trust, and openness in relationships.
  - b) Set clear expectations of the Chief Executive articulated primarily through a position description and annual performance agreement.
  - c) Conduct regular performance progress reviews of the Chief Executive and provide feedback against the performance agreement.
  - d) Constructively challenge and "stretch" the Chief Executive and act as the "critical friend" of the Chief Executive.
  - e) Are accessible and available to the Chief Executive and for Te Pūkenga activities.
  - f) Act with a no surprises policy.
  - g) Are willing to clarify matters outside of Council meetings.
  - h) Provide the Chief Executive with a clear understanding of the scope and responsibilities of the Council's governance roles.
  - i) Council members consider the interests of the institution of primary importance and leave personal interests outside of meetings.
  - j) Are informed and committed in a way that ensures the Chair and Council "add value".
  - k) Implement and abide by good meeting processes.

#### b) Council's expectations of Chief Executive

- 2.35. The Chief Executive:
  - a) Demonstrates respect, trust, and openness in relationships.
  - b) Provides relevant information in a timely, accurate and understandable way that enables robust Council discussion and decision making.
  - c) Informs the Council of situations that may involve non-compliance with Council policy or involve legal conflict/dispute relating to Te Pūkenga.
  - d) Informs the Council of significant trends, issues and their implications that may impact on Council policies, decisions and required actions.
  - e) Includes the Council in key initiatives/decisions and ensures that proposals are fully explained and supported by objective analysis and alternative perspectives.



- f) Demonstrates approachability and accessibility (open door) to staff | kaimahi, stakeholders, and Council members.
- g) Engages in active debate and questioning with the Council.
- h) Supports the Chair to create a structure and environment that enables effective governance to occur.
- i) Provides induction/orientation of Council members and ongoing support and guidance for Council members.
- j) Interacts with the Chair in a similar manner to that which the Chief Executive expects from his direct reports.
- k) Demonstrates behaviour that mirrors Te Pūkenga values and a strong commitment to Te Pūkenga functions and Charter, current statement of intent and current statement of performance expectations, and any strategic directions and Investment Plan of Te Pūkenga.
- l) Supports the Chair to identify skill gaps around the Council table and to proactively address these.
- m) Demonstrates absolute integrity and professionalism in all activities and actions as Chief Executive.

#### Council and Chief Executive Expectations of Committee Members

2.36. The Committee members must:

- a) Act at all times within the parameters of any delegated authority (if given).
- b) Ensure ongoing compliance with any eligibility requirements for Committee members.
- c) Comply at all times with the Terms of Reference issued by Te Pūkenga or its Council as they relate to the specific Committee and its members.
- d) Immediately notify the Committee and Council of any change that may affect the member's eligibility to participate in the Committee, the ability to act objectively, or where there is a potential for perceived or actual conflict of interest.

#### Termination of Committee Member Appointment

A Committee member's appointment may be terminated at any time for good reason by Te Pūkenga Council Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Committee hui (without informing the Committee Chair, and failure to act in accordance with the Council/Committee Code of Conduct, and/or a failure to act in accordance with the Terms of Reference applicable to Committee Members.

If a member is a Co-Chair and they resign from the Committee or are removed from the Committee, that member's term as Co-Chair also terminates.

# Pūrongo Kaunihera a Te Pūkenga | Council Report

6 December 2023

<b>Title</b>	<b>November 2023 Te Poari Akoranga hui open session</b>
<b>Provided by</b>	Kieran Hewitson, Executive Director – Ako Delivery and Co-Chair of Te Poari Akoranga
<b>Author</b>	Louise Courtney, Governance Advisor
<b>For</b>	Information

## Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a.	Receive the report titled ‘November 2023 Te Poari Akoranga hui open session’;
b.	Note that Te Poari Akoranga received action plans from five programmes that are under monitoring from NZQA; and
c.	Note that Te Poari Akoranga approved the revised Te Kawa Maiorooro and provided feedback on the delegation.

## Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 22 November 2023 online via Teams. The summary below provides an overview of some key discussions and decisions by Te Poari at its open session.

### Academic Monitoring

Te Poari noted that Te Pūkenga did not previously have oversight of the actions and outcomes of NZQA monitoring activities related to the following programmes at business divisions prior to receiving a letter from NZQA to the DCE Academic Centre and Learning Systems:

- New Zealand Diploma of IT Technical Support (Level 5) - Whitireia | WelTec
- New Zealand Diploma in Web Development and Design (Level 5) – NMIT
- New Zealand Certificate in Health and Wellbeing (Social and Community Services) Level 4 – NorthTec
- New Zealand Certificate in English Language (Academic) Level 4 – NorthTec
- Core Skills National External Moderation - WITT

Action plans for each programme have now been received by Te Poari Akoranga and future reports on monitoring will be provided to Te Ohu Whakahaere Quality by the Excellence team.



## Review of Te Kawa Maiorooro

Te Poari Akoranga approved the revised Te Kawa Maiorooro, noting that the review was just a 'light touch', with no new policies or procedures, and supports grandparenting policy continuing until the organisation structure is up.

Feedback from members on the review included:

- Add 'or a delegate' to reporting, stipulating that the delegate could only be one management tier below the reporting role.
- Add a column to determine whether or not something can be sub-delegated.

## Ngā Ohu Whakahaere o Te Poari Akoranga

Te Poari Akoranga received minutes or verbal updates from the recent meetings of the following ohu whakahaere:

- Appeals held 1 November 2023 (minutes)
- Quality held 8 November 2023 (minutes)
- Approvals held 15 November 2023 (verbal update)
- Ako verbal update (no hui held prior) and advised the resignation of co-chair M. Alsford
- Ōritetanga verbal update (no hui held prior)
- Rangahau Research and Postgraduate verbal update (no hui held prior)

Te Poari Akoranga also received self-assessments or annual reports from each ohu whakahaere. Key points of interest are:

- The appeals process is time consuming for members of Te Ohu Whakahaere Appeals.
- Te Ohu Whakahaere Ako has had a focus on work-based learning and Mātauranga Māori.
- The Co-Chairs of Te Ohu Whakahaere Ōritetanga resigned in the middle of 2023.
- There has been a loss of research active kaimahi across the network.

## Ngā Tāpiritanga | Appendices

[Te Poari Akoranga open agenda 22 November 2023](#)



# Pūrongo Kaunihera a Te Pūkenga | Council Report

**29 November 2023**

<b>Title</b>	<b>Report from open portion of the Finance and Capital Investment Committee 29 November 2023</b>
<b>Provided by</b>	Jeremy Morley, Committee Chair
<b>Author</b>	Haley Passmore, Governance Advisor
<b>For</b>	Approval

## Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a.	receive the verbal and written update from the open portion of the Finance and Capital Investment Committee meeting held on 29 November 2023 on Zoom.
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## Te Tāhuhu Kōrero | Background

The Finance and Capital Investment Committee (the Committee) met on 29 November 2023 in an online Zoom meeting. Murray Strong was an apology for the meeting. The Committee considered the following items:

### Committee workplan 2024

The Committee requested that a separate standing item for the Transformation Plan be added and that a cross-check system be implemented to ensure the workplan reflects the Committee’s delegations.

## Ngā Tāpiritanga | Appendices

[Open Agenda of 29 November Finance and Capital Investment Committee](#)



# Te Pūkenga Council Meeting

## 9. Resolution to exclude the public

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) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) 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 and the reason for passing the resolution in relation to each matter are as follows:

Item	General subject of each matter to be considered	Section(s)
<b>10.</b>	<b>Administration</b>	
10.1	Minutes of the closed portion of meeting held 4 October 2023	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.2	Ngā mahi hei   Actions	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>11.</b>	<b>Monthly reports</b>	
11.1	Chief Executive's report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.2	Wellbeing and Safety monthly report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
<b>12.</b>	<b>Risk and compliance</b>	
12.1	Report from closed portion of Risk and Audit Committee held 29 November 2023	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA
12.2	Wintec dissolution audit	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA
<b>13.</b>	<b>Strategy</b>	
13.1	Emissions reduction plan	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
13.2	Strategic Component Fund challenges and other RoVE non-aligned compliance matters	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA
<b>14.</b>	<b>Reports from Committees</b>	
14.1.	Report from Interim Learner Advisory Committee held 17 November 2023	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
14.2.	Report from Komiti Māori held 20 November 2023	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
14.3.	Report from closed portion of Te Poari Akoranga held 22 November 2023	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
14.4.	Report from closed portion of Finance and Capital Investment Committee held 29 November 2023	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA Section 9(2)(k)

Item	General subject of each matter to be considered	Section(s)
<b>16.</b>	<b>Outwards correspondence (confidential)</b>	
16.1.	Briefing to incoming Minister	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA
<b>17.</b>	<b>Any other closed business (confidential)</b>	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA

### Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(b)(ii) OIA	To 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)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(h) OIA	To maintain legal professional privilege.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable the organisation to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
Section 9(2)(k)	To prevent the disclosure or use of official information for improper gain or improper advantage.



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.