



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

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

Tuesday, 19 July 2022

### Minutes

These are the open minutes of a meeting of Te Pūkenga Council held at 9.00 am on Wednesday, 19 July 2022 in the Long Room, Wintec, Hamilton and via Zoom videoconferencing

|                        |   |   |
|------------------------|---|---|
| <b>Council Members</b> | Kim Ngārimu (Acting Chair)<br>Maryann Geddes<br>Sam Huggard<br>John Brockies<br>Teorongonui Josie Keelan<br>Jordan Gush   | Murray Strong<br>Kathy Grant<br>Tania Hodges<br>Tagaloatele Peggy Fairbairn-Dunlop<br>Heath Sawyer  |
| <b>In Attendance</b>   | Vaughan Payne – Deputy Chief Executive – Operations (Item 11.3 and 11.4 only)<br>Phil O’Callaghan – Programme Business Case Lead (Item 10.1 only)<br>Lynnette Brown - Council Secretary | Angela Beaton – Deputy Chief Executive – Academic Delivery and Innovation (Item 9.1 only)<br>Richard Forgan – Deputy Chief Executive – Transformation<br>Simon Karipa – Director - Governance |
| <b>Apologies</b>       | Nil   |   |

### 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.

### Open Minutes

- Welcome/Apologies/Notices**  
The Deputy Chair welcomed everyone to the meeting and noted that there were no apologies.

2. **Administration**

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

Noted.

2.2. **Register of Interests**

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

2.3. **Minutes (draft) of the meeting held:**

- Open meeting held 8 June 2022

**Resolved:**

The Council:

Approved the minutes of Te Pūkenga Council open meeting held on 8 June 2022 as a true and correct record.

**Moved:** K Grant

**Seconded:** T Hodges

**CARRIED**

2.3.1. **Matters Arising**

There were no matters arising from the minutes.

2.4. **Action List – Open**

The Council noted the Action List and there were no changes.

3. **Chief Executive’s Report (Verbal)**

The Interim Chief Executive noted that he had received a range of offers of support from across the network since the announcement of his interim appointment. Early focus has been to embark upon a due diligence process from which an action plan will be developed to address the significant issues facing Te Pūkenga.

The Council warmly welcomed Peter Winder to the role Interim Chief Executive and expressed their thanks for his willingness in helping address the current situation.

4. **Strategy**

4.1. **Learner Success & Equity Strategy Final**

The Council received the Learner Success and Equity Strategy Summary and noted that a detailed report has already been reviewed and finalised at the June meeting and the purpose of this report is to note the summary version for publication.

## 5. Reports from Committees

### 5.1. Te Poari Akoranga – Report from open Poari Akoranga meeting held 29 June 2022

- **Ako Framework Update and Recommendation to adopt a seal**

The Council received Te Poari Akoranga Report from its meeting held 29 June 2022 and recommendation to adopt a seal.

Feedback from Council noted the need to be mindful of financial considerations in terms of relational practice and look to using internal advisors to mitigate costs.

#### **Resolved:**

The Council:

- a. Received the report from Te Poari Akoranga meeting held online via Teams 29 June 2022; and
- b. Approved the proposal that Te Pūkenga adopts a seal, which is primarily used for graduation certificates, and is particularly important for degree and postgraduate qualifications; and
- c. Noted positive progress regarding the development of Te Pūkenga Ako Learning and Teaching Framework ahead of 2023.

**Moved:** K Grant

**Seconded:** M Strong

**CARRIED**

### 5.2. Report from Interim Kaimahi Committee and Minutes 5 May 2022

The Chair of the Committee advised that the Committee has been pleased with the improvement in communications between the Council and Management reflected in increased involvement in the integrated work plan and the Committee Work Plan.

#### **Resolved:**

The Council:

- a. Received the report; and
- b. Noted the confirmed open minutes (appendix 1) and meeting summary for the Interim Kaimahi Advisory Committee (IKAC) meeting that took place on 5 May 2022.

**Moved:** H Sawyer

**Seconded:** T Hodges

**CARRIED**

5.3. **Report from Interim Learner Committee and Minutes of meeting held 12 April 2022**

The Committee Chair noted that Cecily Zhou, an International Student was welcomed to her first meeting of the Committee.

**Resolved:**

The Council:

- a. Received the report; and
- b. Noted the confirmed open minutes (Appendix 1) and meeting summary for the 12 April 2022 Interim Learner Advisory Committee (ILAC) meeting.

**Moved:** J Gush

**Seconded:** T Hodges

**CARRIED**

5.4. **Report from Komiti Māori and Minutes of meeting held 19 May 2022**

The Komiti Chair noted that they have been meeting fortnightly with Te Pūkenga Partnerships and Equity team and members of the MILG.

**Resolved:**

The Council:

- a. Received the report; and
- b. Noted the confirmed open minutes (Appendix 1) and open meeting summary for Komiti Māori (Interim Māori Advisory Committee) meeting held on 19 May 2022.

**Moved:** K Ngārimu

**Seconded:** K Grant

**CARRIED**

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

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

| Item | General subject of each matter to be considered               | Reason for passing resolution in relation to each matter   | Grounds under section 48(1) for the passing of the resolution |
|------|---|--|---|
| 7.   | <b>Administration</b>   |  |   |
| 7.1. | Minutes from public excluded meeting held 6 July 2022, 8 June | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free | That the public conduct of this item would be likely to       |

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|        | 2022, 9 May 2022,<br>5 May 2022 | and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty<br><br>Section 9(2)(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  | result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).   |
| 7.1.1. | Matters Arising                 | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty<br><br>Section 9(2)(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). |
| 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). |
| 7.3.   | Council Work Plan 2022          | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty<br><br>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |

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| 7.4.  | Terms of Reference (Draft) – Finance and Capital Investment Committee | 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). |
| 8.    | Interim 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.    | Strategy  |  |  |
| 9.1.  | Code of Ethical Conduct for Animal Use                                | 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.   | Financial Reports   |  |  |
| 10.1. | Te Pūkenga Financial Report May 2022                                  | Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty<br><br>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without | 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                                |

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|       |   | prejudice or disadvantage, commercial activities   | body to which LGOIMA applies).   |
| 11.   | Subsidiaries  |  |  |
| 11.1. | Subsidiary Borrowing Limits   | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 11.2. | NorthTec Lease  | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 11.3. | Process for Approval to Appoint Trustees and Directors to Te Pūkenga Entities | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 11.4. | Powers of Attorney  | <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</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  |

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|       |  | information to carry out, without prejudice or disadvantage, commercial activities   | 2 of LGOIMA, as a body to which LGOIMA applies).   |
| 12.   | Reports from Committees  |  |  |
| 12.1. | Risk and Audit Committee Meeting – Draft Minutes of Meeting held 6 July 2022 | <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 12.2. | Capital Asset Management and Infrastructure draft minutes 12 July 2022       | <p>Section 9(2)(a) To protect the privacy of natural persons , including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>   | 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. | Komiti Māori Closed Minutes from the meeting held 19 May 2022                | <p>Section 9(2)(a) To protect the privacy of natural persons , including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>   | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 13.   | Correspondence   |  |  |
| 13.1. | Inwards – TEC Zero Fees for TTAF Students                                    | 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  |



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|       |                            |  | exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).   |
| 13.2. | Inwards – Open Polytechnic | <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |
| 14.   | Any Other Business         | <p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>  | That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies). |

The Chair also moved that certain employees from Te Pūkenga, namely Vaughan Payne, Angela Beaton, Richard Forgan, Simon Karipa, 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.

Also, Phil O’Callaghan will join the meeting to speak to specific items.

**Moved:** T Hodges  
**Seconded:** K Grant  
**CARRIED**

The meeting open session closed at 9.20 am and moved into the closed session.