

## **Minutes of a meeting of the Council of Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga Council)**

### **Held on Wednesday 5 April 2023 at 1pm via Zoom Videoconference**

**Present:** Murray Strong (Chair), Sue McCormack (Deputy Chair), Bill Moran, Heath Sawyer, Jeremy Morley, John Brockies, Jordan Gush, Kim Ngārimu, Sam Huggard, Tagaloatele Peggy Fairbairn-Dunlop.

**In Attendance:** Peter Winder (Chief Executive), Rebecca Donne (Council Secretary), Ziena Jalil (Chief of Staff), Keri-Anne Tane (Chief People Officer, items 1. – 7., 9.2., 10.6.), Teresa Pollard (Chief Digital Officer, items 1. – 7.), Kieran Hewitson (Te Poari Akoranga Co-Chair, items 4.1., 10.1. and 10.2.)

**Apologies:** Dr Teorongonui Josie Keelan

### **Open minutes**

#### **1. Welcome/Apologies/Notices**

Kim Ngārimu welcomed new Council members Sue McCormack and Bill Moran to the meeting, and all Council members and staff present introduced themselves.

The Chair noted apologies from Dr Teorongonui Josie Keelan.

#### **2. Administration**

##### **7.1. Council Calendar and Schedule of Committees**

Council members noted the addition of the terms for all members, and the schedule of meetings for the remainder of the year. The Chair advised that the Appointment and Remuneration Committee will look to appoint a replacement for Kim Ngārimu on the Risk and Audit Committee.

##### **7.2. Register of Interests**

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

##### **7.3. Minutes of previous meeting held 1 Month 2023 (ordinary meeting)**

**RESOLVED** (M. Strong/K. Ngārimu)

That the Council approve the minutes of Te Pūkenga Council open meeting held on 1 March 2023 as a true and correct record.

**CARRIED**

There were no matters arising from the open minutes.

##### **7.4. Resolution to receive all reports from February and March 2023**

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

That Te Pūkenga Council (the Council):

- a. Receive the report named 'Open reports from February and March 2023'; and
- b. Receive all reports provided for noting on the open agenda on 9 February 2023 and 1 March 2023.

**CARRIED**

#### **7.5. Action List – Open**

The action item for the Deputy Chief Executive Tiriti Outcomes to consider an update to the whakatauki will be held open to be addressed at the June meeting.

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

The Chief Executive updated the Council that new leadership teams are in place for the People Culture and Wellbeing and Digital teams. Consultation has finished for the Finance team and recruitment will start next week. Appointments were made last week for the regional co-leaders in Rohe 1.

**RESOLVED** (M. Strong)

That Te Pūkenga Council (the Council) note the update on current issues, key achievements and highlights arising during the reporting period.

**CARRIED**

### **4. Reports from Committees**

#### **7.6. Verbal update from Te Poari Akoranga held 29 March 2023**

The Co-Chair of Te Poari Akoranga updated the Council that all the Ohu Whakahaere (subcommittees of Te Poari Akoranga) are now stood up. The Approvals Ohu has had a large volume of work recently and has had some resignations, so the workload is being reviewed and the five vacant roles are being filled.

**RESOLVED** (M. Strong)

That Te Pūkenga Council (the Council) receive the verbal update from Te Poari Akoranga from the meeting held on 29 March 2023.

**CARRIED**

### **5. Business divisions**

#### **7.7. Delegation for network graduation**

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

That Te Pūkenga Council:

- a. Receive the report;
- b. Approve delegation of graduation events to Peter Winder, Te Pūkenga Chief Executive to confirm Te Pūkenga attendee where no Council member can attend;
- c. Approve delegation of graduations to Regional Director co-leads once in position;
- d. Ratify the delegations which have already taken place in late 2022 and 2023; and
- e. Note the future graduation dates confirmed so far for 2023..

**CARRIED**

## 6. Correspondence

Nil.

## 7. Formal Motion for Moving into Committee

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

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
8.	<b>Administration</b>		
8.1.	Minutes from public excluded meeting held 1 March 2023	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty. Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.2.	Resolution to receive all reports from February and March 2023	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty. Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.3.	Confidential 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).

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
		Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.	
<b>9.</b>	<b>Monthly reports</b>		
9.1.	Chief Executive’s Report <ul style="list-style-type: none"> <li>• Strategic risk register</li> </ul>	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty. Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.2.	Wellbeing and Safety monthly report	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty. Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.3.	Operational risk	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty. Section 9(2)(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).
<b>10.</b>	<b>Reports from and relating to Committees</b>		
10.1.	Closed minutes (draft) from Te Poari Akoranga held 22 February 2023	Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons. Section 9(2)(i) of the Official Information Act – enable the	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the

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		<p>organisation holding the information to carry out, without prejudice or disadvantage, commercial activities. Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty.</p>	<p>Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
10.2.	<p>Verbal update from Te Poari Akoranga held 29 March 2023</p>	<p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons. Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities. Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty.</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
10.3.	<p>Report and recommendations from Finance and Capital Investment Committee held 29 March 2023</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. Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
10.4.	<p>Report and recommendations from Risk and Audit Committee held 29 March 2023</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. Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>

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10.5.	Report and recommendations from Health Safety and Wellbeing Committee held 29 March 2023	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty. Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.6.	Report and recommendations from Appointment and Remuneration Committee held 30 March 2023	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty. 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).
<b>11.</b>	<b>Financial reports</b>		
11.1.	Te Pūkenga Consolidated February 2023 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. Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.2.	Te Pūkenga 2023 action plan 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. 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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<b>12.</b>	<b>Correspondence (inwards)</b>		
12.1.	Letter from Minister of Education re approval of Single Stage Business Case for Key Systems funding 3 March 2023	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty. 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).
12.2.	Letter from Minister of Education re Council appointments 28 March 2023	9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons. Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty. 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).
<b>13.</b>	<b>Correspondence (outwards)</b>		
13.1.	Letter to Minister of Education re approval of Single Stage Business Case for Key Systems funding 13 March 2023	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty. 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).
14.	Any other business	9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons. Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of	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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		any organisation or employees of any organisation in the course of their duty. Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.	

And that certain employees from Te Pūkenga be permitted to remain at the meeting, namely Ziena Jalil, Keri-Anne Tane, and Kieran Hewitson, 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.

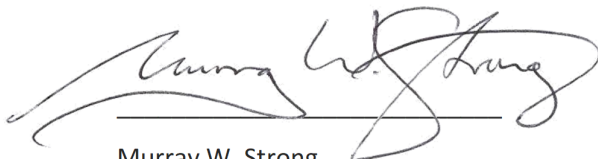
**CARRIED**

The open session meeting closed at 1.37pm and moved into closed session at 1.44pm.

The meeting closed at 4.33pm.

**Dated:** 3 May 2023

Signed as a correct record



Murray W. Strong

Chair