

Te Pūkenga Council 13 February 2025 ordinary meeting



MITO Kotahitanga room, Level 3, 50 Customhouse Quay

13 February 2025 09:00 AM

Agenda Topic	Presenter	Time	Page
Karakia timatanga			4
Open Agenda			
1. Welcome/apologies/notices Teorongonui Josie Keelan has provided apologies for this meeting	Sue McCormack		
2. Administration (open)	Sue McCormack	09:00 AM-09:05 AM	5
2.1 Council membership and 2025 schedule of committees and workplan			5
2.2 Register of interests			13
2.3 Minutes (draft) of the meeting held 11 December 2024 (ordinary meeting)			15
3. Chief Executive's open report	Gus Gilmore	09:05 AM-09:10 AM	21
4. Reports from Committees			24
4.1 Report from open portion of Te Poari Akoranga held 28 January 2025	Deborah Young	09:10 AM-09:15 AM	24
5. Correspondence		09:15 AM-09:20 AM	37
5.1 Letter from Minister 20 December 2024			37
Letter from Minister for Tertiary Education and Skills received 20 December 2024 re: Changes to the vocational education and training system			
5.2 Christmas card from Minister for Tertiary Education and Skills			39
5.3 Letter to Minister for Vocational Education 10 February 2025			41
Notice of Appointment – Section 100 Crown Entities Act 2004 (Act) - Otautahi Education Development Trust			

5.4	Letter to Minister for Vocational Education 10 February 2025			42
	Notice of Appointment – Section 100 Crown Entities Act 2004 (Act) – Student Residence Trust Aotearoa (SRTA)			
6.	He take atu anō Any other business (open)		09:20 AM-09:25 AM	
7.	Resolution to exclude the public			43
Closed agenda				
8.	Administration (closed)	Sue McCormack	09:25 AM-09:30 AM	47
8.1	Minutes of the closed portion of the meeting held 11 December 2024			47
8.2	Minutes of the extraordinary e-meeting 20 January 2025			56
8.3	Ngā mahi hei Actions			58
9.	Regular reporting			59
9.1	Chief Executive's report	Gus Gilmore	09:30 AM-10:15 AM	59
9.2	Wellbeing and safety report	Garth Gulley	10:15 AM-10:35 AM	63
	Morning tea		10:35 AM-10:55 AM	
10.	Disestablishment and transition			73
10.1	Strategic priorities for 2025	Gus Gilmore and Ziena Jalil	10:55 AM-11:15 AM	73
10.2	Regional ITP viability update	James Smith and Johnny Tramoundanas-Can	11:15 AM-11:35 AM	75
10.3	Work-based learning consultation	Gus Gilmore	11:35 AM-11:55 AM	78
11.	Risk and compliance			103
11.1	Risk deep dive: Academic portfolio and quality	Deborah Young	11:55 AM-12:10 PM	103
11.2	Divisional borrowing limits	James Smith	12:10 PM-12:15 PM	110
11.3	Power of attorney	Ziena Jalil and Kara Hiron	12:15 PM-12:20 PM	
	Report to be provided on Tuesday			
12.	Reports from and relating to Committees			113

12.1	Report from closed portion of Te Poari Akoranga held 28 January 2024	Deborah Young	12:20 PM-12:25 PM	113
12.2	Report from Appointment and Remuneration Committee extraordinary e-meeting 27 January 2025	Bill Moran	12:25 PM-12:30 PM	114
13.	Inwards correspondence (confidential) There is no confidential inwards correspondence this period.			
14.	Outwards correspondence (confidential)		12:30 PM-12:35 PM	116
14.1	Audit New Zealand correspondence			116
	Acceptance of Te Pūkenga 31 December 2024 audit fee, signed 10 December 2024 Acceptance of engagement with Audit New Zealand to undertake annual audits for the years ended 31 December 2024 and 31 December 2025, signed 10 December 2024			
14.2	Letter to American Express International (NZ), Inc 16 December 2024			117
	Re: Southern Institute of Technology - Daryl Haggerty - Authority Letter			
15.	He take atu anō Any other business (confidential)			
16.	Confirmation of actions from this meeting	Sue McCormack and Rebecca Donne	12:35 PM-12:40 PM	
17.	Board time		12:40 PM-12:55 PM	
	Karakia whakakapi			118
	Next meeting date: 10 April 2025 (online)			

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
Sue McCormack (Acting Chair)	1 April 2023	31 March 2027	Minister of Education
Tagaloatele Peggy Fairbairn-Dunlop	1 April 2021	31 March 2025	Minister of Education
Jeremy Morley	1 September 2022	31 August 2025	Minister of Education
Jordan Gush	4 October 2021	31 December 2025	Interim Learner Committee nomination
Dr Teorongonui Josie Keelan	2 November 2021	31 December 2025	Interim Māori Advisory Committee nomination
Heath Sawyer	4 October 2021	31 December 2025	Interim Staff Committee nomination
Sam Huggard	1 April 2020	31 March 2026	Minister of Education
Bill Moran	1 April 2023	31 March 2027	Minister of Education

2025 Schedule of Te Pūkenga Council and Committee meetings

As at 29 January 2025

Council

Month	Date	Day	Meeting	Activity	Venue
February	13	Thurs	Council	Ordinary meeting	MITO, Wellington
April	10	Thurs	Council	Ordinary meeting	Online
June	12	Thurs	Council	Ordinary meeting	Auckland (venue TBC)
August	7	Thurs	Council	Ordinary meeting	Online
October	9	Thurs	Council	Ordinary meeting	Hamilton (venue TBC)
December	11	Thurs	Council	Ordinary meeting	Online

Committees

Finance, Risk and Audit Committee

Name	Role	Meeting dates	Venue
1. Jeremy Morley	Chair	Friday 28 February	MIT Ōtara campus
2. Bill Moran	Member	Friday 28 March	Online
3. Josie Keelan	Member	Wednesday 30 April	Online
4. Sam Huggard	Member	Friday 30 May	Wellington (venue TBC)
5. John Brockies	Independent member	Monday 30 June	Online
6. Sue McCormack	Ex-officio member	Friday 25 July	Online
		Friday 29 August	Wellington (venue TBC)
		Friday 26 September	Online
		Friday 24 October	Online
		Friday 28 November	Auckland (venue TBC)

Appointment and Remuneration Committee

Name	Role	Meeting dates	Venue
1. Bill Moran	Chair	Friday 28 March	Online
2. Sam Huggard	Member	Thursday 26 June	Wellington (venue TBC)
3. Sue McCormack	Member	Friday 28 November	Online

Wellbeing and Safety Committee

Name	Role	Meeting dates	Venue
1. Sam Huggard	Chair	19 March	Online
2. Peggy Fairbairn-Dunlop	Member	25 June	Online
3. Josie Keelan	Member	5 September	Online
4. Heath Sawyer	Member	19 November	Online
5. Jordan Gush	Member		
6. Sue McCormack	Ex-officio member		

Advisory Committees

Advisory Committee Co-Chairs hui

Name	Role	Meeting dates	Venue
1. Sue McCormack	Council Acting Chair	February (date TBC)	Online
2. Gus Gilmore	Chief Executive	May (date TBC)	Online
3. Jordan Gush	ILAC Co-Chair	October (date TBC)	Online
4. Dahrian Watene	ILAC Co-Chair		
5. Heath Sawyer	IKAC Co-Chair		
6. Warwick Shillito	IKAC Co-Chair		
7. Josie Keelan	Komiti Māori Co-Chair		
8. Bentham Ohia	Komiti Māori Co-Chair		

Interim Learner Advisory Committee (ILAC)

Name	Role	Meeting dates	Venue
1. Jordan Gush	Co-Chair	February (date TBC)	Online
2. Dahrian Watene	Co-Chair	May (date TBC)	Online
3. Henry Geary	Member	October (date TBC)	Online
4. Nina Lee Griffith	Member		
5. Ihongaro	Member		

Interim Kaimahi Advisory Committee (IKAC)

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

Interim Māori Advisory Committee

Name	Role	Meeting dates	Venue
1. Teorongonui Josie Keelan	Co-Chair	17 February	Online
2. Bentham Ohia	Co-Chair	May (date TBC)	Online
3. Dahrian Watene	ILAC representative	October (date TBC)	Online
4. Glenda Taituha-Toka	Member		

Te Poari Akoranga

Name	Role	Meeting date	Venue
1. Kieran Hewitson	Co-Chair (Delegate for Chief Executive)	Tuesday 28 January	Online
2. Deborah Young	Co-Chair (Ako Excellence Director)	Thursday 13 March	Online
3. <i>Vacant</i>	<i>Member of Transition Leadership Team</i>	Thursday 15 May	Online
4. Fiona Moyer	Member (Co-Chair Te Ohu Whakahaere Academic Quality)	Thursday 26 June	Online
		Thursday 11 September	Online
5. Adele McLean	Member (Co-Chair Te Ohu Whakahaere Appeals)	Thursday 6 November	Online
6. Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)		
7. Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau, Research and Postgraduate)		
8. Henry Geary	Member (Learner nominated by Interim Learner Advisory Committee)		
9. Martin Carroll	Member (Rohe 1 business division Academic Committee Chair)		
10. Te Urikore Biddle	Member (Rohe 2 business division Academic Committee Chair)		
11. Nita Hutchinson	Member (Rohe 3 business division Academic Committee Chair)		
12. Scott Klenner	Member (Rohe 4 business division Academic Committee Chair)		
13. Linda Aumua	Member (Co-opted)		
14. Tagaloatele Peggy Fairbairn-Dunlop	Permanent Observer		

Te Pūkenga Council 13 February 2025 ordinary meeting - Administration (open)

APPROVED 10 October 2024
Updated 5 February 2025

Te Pūkenga
Annual Governance Work Plan 2025

		Financial Year 2025											
	Frequency	January	February	March	April	May	June	July	August	September	October	November	December
Council	Bi-monthly		Thursday 13 February		Thursday 10 April		Thursday 12 June		Thursday 7 August		Thursday 9 October		Thursday 11 December
Chief Executive's report	Bi-monthly		x		x		x		x		x		x
Wellbeing and Safety report	Bi-monthly		x		x		x		x		x		x
Te Tiriti Monitoring	Quarterly				x								
Risk deep dives (topics TBC)	4-monthly		Academic portfolio & quality		Te Tiriti risks		People risks				TBC		
Annual report	Annually				x								
Pastoral code self-report	Annually						x						
Investment plan (if required)	Annually						x						
EPI report	Annually								x				
Statement of performance expectations (if required)	Annually										Draft		Final
Any essential policies required in next 6-12 months	As required												
Briefing to incoming Minister - <i>not required in 2025 unless change of Minister</i>	Triennially												
Workshop	As required												
Finance Risk and Audit	Monthly		Friday 28 February	Friday 28 March	Wednesday 30 April	Friday 30 May	Monday 30 June	Friday 25 July	Friday 29 August	Friday 26 September	Friday 24 October	Friday 28 November	
Monthly financial report	Monthly		x	x	x	x	x	x	x	x	x	x	
Disestablishment update	Monthly		x	x	x	x	x	x	x	x	x	x	
EFTS report	Monthly		x	x	x	x	x	x	x	x	x	x	
Programme governance: FMIS, EPM, DSR and RIV	Quarterly		x			x			x			x	
Risk report	Quarterly		x			x			x			x	
Major property projects report	Quarterly		x			x			x			x	
High priority building programme update	Quarterly		x			x			x			x	
Property divestment	Quarterly		x			x			x			x	
Treasury report	Quarterly		x			x			x			x	
Contentious legal matters	Quarterly		x			x			x			x	
Status of external audit recommendations	Quarterly		x			x			x			x	
Internal audit and assurance report	Quarterly		x			x			x			x	
Crown financial statements	Annually		Audit letter						Fraud questionnaire & LOR				
Annual report incl. financial statements, letter of representation, & going concern assessment	Annually		2025 update		Approval								
Legislative compliance	Annually		x										
Risk deep dives	As required		Transition risk										
Financial approvals	As required					International fees	Domestic fees	5-year capital plans			Insurance		
Pre-year-end review of issues and assumptions	Annually								TBC				
Risk management framework	As required												
Delegations policy and register	As required												
Other policy approvals	As required												
Appointment and Remuneration	Six-monthly			Thursday 27 March			Thursday 26 June					Thursday 27 November	
Chief Executive performance review	Six-monthly			x								x	
Subsidiary AGMs	Annually			x									
Chief Executive KPIs	Annually						x						
Subsidiary and trust appointments	As required												
Wellbeing and Safety	Quarterly			Wednesday 19 March			Wednesday 25 June		Friday 5 September		Wed 26 November		
Deep dives (topics TBC by the Committee)	Quarterly			x			x		x		x		
Statements of commitment to wellbeing and safety	Annually			x									
2025 officer engagement plan	Annually			x									
Pastoral code self report	Annually						x						
Pastoral care policy (TBC)	Biennially						x						
Wellbeing and safety policy	Annually								x				
Ākonga pastoral code framework (TBC)	Biennially								x				
Officer self-review of duty to exercise due diligence	Annually											x	

Te Pūkenga Council 13 February 2025 ordinary meeting - Administration (open)

APPROVED 10 October 2024
Updated 5 February 2025

Te Pūkenga
Annual Governance Work Plan 2025

		Financial Year 2025											
	Frequency	January	February	March	April	May	June	July	August	September	October	November	December
Te Poari Akoranga	Bi-monthly	Tue 28 Jan		Thursday 13 March		Thursday 15 May	Thursday 26 June			Thursday 11 September		Thursday 6 November	
Reports from local academic committees	Bi-monthly	x		x		x	x			x		x	
Reports from ngā ohu whakahaere	Bi-monthly	x		x		x	x			x		x	
2025 workplan for Te Poari Akoranga and ngā ohu whakahaere	Annually	x											
Academic risk monitoring	Bi-monthly			x		x	x			x		x	
Pastoral code self-report	Annually					x							
Te Pūkenga Investment Plan	Annually						x						
Unified/Level 7+ programme final approvals	Annually						x						
Te Poari Akoranga self-assessment for 2025	Annually											x	
2026 meeting dates and workplan (if required)	Annually											x	
Advisory Committees	Six-monthly		Mon 17 Feb (IMAC)			May dates TBC					October dates TBC		
Disestablishment update	As required		All			All					All		
Fee setting (including student levy)	Annually					ILAC							
Pastoral code self report	Annually					ILAC							
Seismic Assessments for Te Pūkenga marae and Māori hubs	Annually					IMAC							



Te Pūkenga Council Register of Interests

As at 13 December 2024

Name	Interest	Nature of Interest
Sue McCormack Acting Chair	Kiwirail	Deputy Chair
	Canterbury Earthquakes Insurance Tribunal	Judicial Officer
	University of Canterbury	Past Chancellor
	Dress for Success	Honorary solicitor
Heath Sawyer Member	Te Pūkenga staff member	Employee
Jordan Gush Member	Peseta Sam Lotu-liga, Executive Director Rohe 1 Te Pūkenga	Uncle
	Plumbers and Gasfitters Board	Mother is a member
Teorongonui Josie Keelan Member	Methodist Mission North	Consultant
	University of Auckland	Journal administrator and reviewer
Tagaloatele Dr Peggy Fairbairn-Dunlop Member	Vinepa Trust	Patron, Board Member
	Pacific Talk about Education and Learning PLD Pilot	Member of Consulting Team
Jeremy Morley Member	Wellington Free Ambulance	Contractor
	Te Kupenga – Catholic Leadership Institute (A registered PTE)	Pro-bono
	Racing New Zealand	Director
	Warwick Trust	Settlor, Trustee, and Beneficiary
	Wellington Over 60s Cricket	Treasurer and Member
	Wellington Bridge Club Inc	Honorary Auditor

Name	Interest	Nature of Interest
	Caritas NZ Inc	Financial and Commercial Advisor
Sam Huggard Member	New Zealand Educational Institute Te Riu Roa	Employee
Bill Moran Member	WorkSafe NZ	Deputy Chair
	Chamber Music at the World's Edge Foundation USA	Chair
	Chamber Music at the World's Edge Foundation NZ	Chair
	At the World's Edge Music Foundation UK	Trustee
	Parliamentary Education Trust	Trustee
	Iti Kōpara Charitable Trust	Trustee
	Hoops and Life Awhi Trust	Trustee
	New Zealand Qualifications Authority	Deputy Chair
	Pioneer Energy	Director
	Pioneer Energy Renewables GP	Director
	Pioneer Energy Group GP	Director
	TAB New Zealand	Director
	Queenstown Lakes District Council Audit, Finance and Risk Committee	Independent Member



Minutes for Te Pūkenga Council 11 December 2024 ordinary meeting

11/12/2024 | 01:00 PM - Auckland, Wellington New Zealand Standard Time

Microsoft Teams

Attendees (8)

Jeremy Morley; Tagaloatele Peggy Fairbairn-Dunlop; Jordan Gush; Teorongonui Josie Keelan; Heath Sawyer; William Moran; Sue McCormack; Sam Huggard

In attendance:

Gus Gilmore (Chief Executive), Rebecca Donne (Governance Director - minutes), Ziena Jalil (Chief of Staff), Paora Ammunson (DCE Tiriti Outcomes, item 1), Phil O'Callaghan (Interim Chief Financial Officer), Deborah Young (Co-Chair Te Poari Akoranga, items 4.1 and 12.3), Johnny Tramoundanas-Can (Government Relations Director, item 10), Kirsten Sargent (People and Culture Transition and Change Lead, item 10), James Smith (incoming Interim Chief Financial Officer, item 10. and 11.2).

Karakia timatanga

Paora Ammunson delivered the opening karakia and the meeting started at 1.04pm.

Open Agenda

1. Welcome/apologies/notices

- There were no apologies received for the meeting, but the Council noted that Sam Huggard would join the meeting at 2pm.
- The Acting Chair acknowledged Paora Ammunson's contribution to Te Pūkenga and wished him the best for the future.

2. Administration (open)

2.1 Council membership and 2025 schedule of committees and workplan

The Council noted the membership terms, 2025 workplan and schedule of meetings for 2025, and that the workplan will need to be flexible to respond to the outcomes of the Government consultation.

2.2 Register of interests

The Acting Chair reminded members to declare any agenda items where a conflict arises between their role as a member of Te Pūkenga Council and any private or other external interest they may have, and to stand aside from decision making in respect of that item.

No additional interests were declared.

2.3 Minutes (draft) of the meeting held 6 November 2024 (ordinary meeting)

There were no matters arising from the open minutes.

RESOLVED (S. McCormack/J. Gush)

That the Council approve the minutes of Te Pūkenga Council open meeting held on 6 November 2024 as a true and correct record.

CARRIED

3. Chief Executive's open report

The Council noted that:

- The Chief Executive has had an interview with Radio New Zealand on some of the topics covered in this report.
- Aniwaitua Komarkowski-Chapman will provide cultural support as required following Paora Ammunson's departure
- Huia Haeata has resigned from her role as Regional Executive Director and will depart in mid-February 2025.

RESOLVED (S. McCormack/T.J. Keelan)

That Te Pūkenga Council:

- Receive the report titled 'Chief Executive's Report to Council - Open Session';*
- Note the update on current issues, key achievements and highlights arising during the reporting period; and*
- Approve the final Tauaki Whanga Mahi | Statement of Performance Expectations 2025.*

CARRIED

4. Reports from Committees

4.1 Report from open portion of Te Poari Akoranga held 29 November 2024

The Council noted that:

- Self-assessments by sub-committees were presented to this meeting of Te Poari Akoranga and that some of their work didn't eventuate due to disestablishment.
- Te Poari also conducted a self-assessment and that its compliance obligations are still being met with support from a network of local academic committees.
- Resolution of final appeals will now return to business divisions and the Appeals ohu will be dissolved early in 2025.

RESOLVED (S. McCormack)

That Te Pūkenga Council:

- a. *Receives the report titled '29 November 2024 Te Poari Akoranga hui - open'.*
- b. *Approves Te Poari Akoranga self-assessment 2024 and notes the workload covered during a challenging year of change.*
- c. *Notes that Te Poari Akoranga approved:*
 - *self-assessment for 2024 for each Ohu Whakahaere: Academic Quality, Rangahau Research and Postgraduate, Approvals, and Appeals*
 - *revisions to Akonga Appeals Policy and Te Kawa Maiorooro.*
- d. *Notes that Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualifications Authority:*
 - *New Zealand Apprenticeship in Commercial Hairdressing (Level 3-4), leading to the award of:*
 - *(2411) New Zealand Certificate in Hairdressing (Level 3); and*
 - *(2413) New Zealand Certificate in Hairdressing (Professional Stylist) (Level 4).*
 - *New Zealand Apprenticeship in Distribution (Level 3-4) leading to the award of (2573) New Zealand Certificate in Distribution (Level 4).*
- e. *Notes that Te Poari Akoranga received reports from the following Local Academic Committees:*
 - *Otago Polytechnic*
 - *Ara*
 - *Primary ITO*
 - *NorthTec*
 - *WITT*
 - *Te Tai Poutini*
 - *Open Polytechnic*
 - *MITO*
 - *Toi Ohomai*
 - *Service IQ*

CARRIED

5. Correspondence

5.1 Letter from Minister for Tertiary Education and Skills 3 December 2024

The Council received the letter from Minister for Tertiary Education and Skills on 3 December 2024 regarding Te Pūkenga draft Statement of Performance Expectations 2025.

6. He take atu anō | Any other business (open)

No other business was raised.

7. Resolution to exclude the public

RESOLVED (S. McCormack)

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 below:

Item	General subject of each matter to be considered	Section(s)
8.	Administration	
8.1	Minutes of the closed portion of the meeting held 6 November 2024	Section 9(2)(g)(ii) OIA
8.2	Ngā mahi hei Actions	Section 9(2)(g)(ii) OIA
9.	Chief Executive's closed report	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.	Regional ITP Viability Programme	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.	Risk and Compliance	
11.1	Delegations update	Section 9(2)(i) OIA
11.2	Divisional borrowing limit increase for Whitireia and WelTec	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
12.	Reports from and relating to Committees	
12.1	Report from Appointment and Remuneration Committee meeting held 28 November 2024	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
12.2	Report from Finance Risk and Audit Committee meeting held 29 November 2024	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
12.3	Report from closed portion of Te Poari Akoranga held 29 November 2024	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA

Item	General subject of each matter to be considered	Section(s)
		Section 9(2)(i) OIA
12.4	Report from Health, Safety and Wellbeing Committee held 2 December 2024	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
15.	He take atu anō Any other business	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
16.	Confirmation of actions from this meeting	Section 9(2)(g)(ii) 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 a Minister of the Crown or any public service agency or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

And that certain employees from Te Pūkenga be permitted to remain at the meeting, namely

- *Ziena Jalil*
- *Phil O'Callaghan*
- *Johnny Tramoundanas-Can*
- *Kirsten Sargent*
- *James Smith*

- *Deborah Young*

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.

CARRIED

The meeting closed at 3.29pm.

DRAFT

Pūrongo Kaunihera a Te Pūkenga | Council Report

13 February 2025

Title	Chief Executive's report to Council – open session
Provided by	Gus Gilmore, Tumuaki Chief Executive
For	Approval

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.
c.	Appoint Antoinette Wood, Principal Advisor, to Te Poari Akoranga as Te Pūkenga Transitional Leadership Team representative.

Kōrero Whakapōpoto | Executive Summary

This report is relatively short compared to my December 2024 report given the holiday period. This year promises to be as fast paced as the 2024 year. Given the announcement from the Minister for Tertiary Education and Skills (the Minister) on 20 December of the Government's decisions, we have some clarity on the future of ITPs business divisions. This will support our work in improving the viability of individual ITP divisions during 2025 to support their establishment from 2026.

The Government's current consultation on work-based learning options for the future has understandably caused anxiousness amongst staff, but we remain positively engaged in the process.

I am pleased to say that the strong growth we experienced in 2024 has continued into 2025 with most ITP divisions reporting double digit growth. At this stage Work-Based Learning (WBL) divisions are due to report enrolments by the end of this month.

We are currently engaged with Audit New Zealand on our 2024 audit. While our final results are still subject to the audit, I am pleased to say that we will likely be in a surplus position for 2024.

These results, along with increased enrolments in 2025 and implementation of activities to improve ITP divisions financial positions, puts us in good stead to deliver the Government's expectations on establishing autonomous entities from 2026 and managing through this transition.

There is positive energy at campuses around the country as we gear up for orientation and to welcome new and returning students. WBL has been back since mid-January and employers are beginning to re-engage their employees for training. As ever with the counter cyclical nature of demand for Vocational Education and Training, there is some softness in WBL signups.

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

Stakeholder engagement

Media and communications

There have been a number of media stories about the [Minister's 20 December 2024 announcement](#), our positive enrolment trends and speculation for the year ahead. We expect this to intensify as the Minister completes her targeted work-based learning consultation currently underway and ITP divisions begin undertaking key activities and initiatives that will improve their financial position ahead of 2026.

Financial performance

Enrolments

It is pleasing to see enrolments at ITP divisions have continued to increase in 2025. As at 17 January 2025 we have experienced a 7% increase in enrolments overall, and for domestic learners compared to the same time last year. International enrolments are up 12%. WBL divisions enrolments are not yet available.

While international enrolments are up, we remain concerned about processing times and high decline rates for some of our priority markets. We are working closely with Immigration New Zealand and our agents to address this.

Enrolment type (EFTS)	2025 Budget year end	2025 YTD	2024 YTD	YTD % variance
Domestic	56,557	34,978	32,845	6.4%
International	6,937	3,263	2,903	12.3%
Total	63,494	38,241	35,728	7%

Progressing disestablishment and transition

Ministerial announcements and work-based learning consultation

The Minister announced on 20 December 2024, the Government's decisions and plans to reform the vocational education system: [Vocational education and training decisions support return to regions / Beehive.govt.nz](#). Following this, on 27 January 2025 the Minister launched a targeted consultation process on two options for work-based learning. This will be targeted to industry stakeholders and those that provide work-based learning. Te Pūkenga work-based learning divisions and I have been invited to provide feedback on the two proposed options.

The consultation document can be found here: [2025 Work-based learning reforms – targeted consultation - Ministry of Education](#)

The Ministry of Education has proactively released the Minister's Cabinet paper with some redactions. This paper provides the basis on which Cabinet made its decisions. A copy of the paper can be found here: [55 - VET Legislative Framework.pdf](#)



Regional ITP viability programme

In early January 2025, Te Pūkenga Council agreed that ITP business divisions begin progressing the activities and initiatives recommended in financial improvement plans for each ITP division. ITP project teams are in the process of being established and planning the delivery of this work with the central programme team.

As the year progresses and we understand the impact of enrolments on the financial positions of individual ITP divisions, some plans may need to be adjusted to ensure ITPs can achieve their forecast viable state.

National Office and regional leadership

Te Pūkenga National Office is now operating as a lean unit that enables us to meet our legislative requirements and compliance functions while also supporting delivery of the Government's expectations to establish autonomous ITPs. I expect that we will maintain a lean National Office until our disestablishment, however this will be subject to our role in the establishment and transition of divisions out of Te Pūkenga.

All ITP business divisions now have dedicated Operational Leads with a laser focus on improving financial viability while continuing to deliver excellent teaching and training for our learners.

Wellbeing and safety of kaimahi and ākongā

Staffing change proposals

Staff wellbeing across Te Pūkenga remains a concern given the level of change staff have experienced in the last few years and the pace of change expected in 2025. There are also expected to be a number of change proposals across all divisions.

These proposals if realised, will continue to contribute to the overall objective of achieving financial viability for individual ITP business divisions and prepare for the Government's decisions to stand up regional autonomous ITPs from 2026.

It will be important that we continue to work closely with our union partners and other stakeholders to support staff through these processes and ensure we are meeting our obligations. I have reiterated my expectations to Executive Directors and National Office staff in this regard.

Other matters

Appointment to Te Poari Akoranga

Following the departure of Paora Ammunson from Te Pūkenga at the end of 2024, there is a vacancy on Te Poari Akoranga for a member of the Transitional Leadership Team. I recommend that the Council appoint my Principal Advisor, Antoinette Wood, to Te Poari Akoranga to fill this vacancy. Antoinette has already attended the January 2025 meeting in an observational capacity and has provided a valuable link between the Leadership team and our academic governance to share information and provide guidance. Her prior experience in similar roles will also be useful.



Pūrongo Kaunihera a Te Pūkenga | Council Report

13 February 2025

Title	Open portion of January 2025 Te Poari Akoranga hui
Provided by	Deborah Young, co-chair Te Poari Akoranga
Author	Haley Passmore, Governance Advisor
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a)	Receives the report titled 'Open portion of January 2025 Te Poari Akoranga hui'.
b)	Notes that Te Poari Akoranga approved the following sub-delegations from Te Poari Akoranga: <ul style="list-style-type: none"> • to Local Business Division Leads to: <ul style="list-style-type: none"> ○ receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); and ○ support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals. • To Te Ohu Whakahaere Academic Quality to make recommendations about national policies, procedures, or the provision of services in respect of appeals. • To Local Academic Committees to grant formal awards of Te Pūkenga.
c)	Approves the revised Te Poari Akoranga Terms of Reference.
d)	Notes that Te Poari Akoranga received reports from the following Local Academic Committees: <ul style="list-style-type: none"> • Otago Polytechnic • Primary ITO • NorthTec • WITT • Toi Ohomai • Wintec • ServiceIQ • Connexis and EarnLearn • Whitireia and WelTec.



Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 28 January 2025 online via Microsoft Teams. Kieran Hewitson and Adele McLean provided apologies for the meeting. The summary below provides an overview of some key discussions and decisions by Te Poari during the open portion.

Te Poari Akoranga sub-delegations to Te Pūkenga business divisions

Following approval from Te Pūkenga Council on 11 December 2024 to remove limitations on some sub-delegations, Te Poari approved sub-delegations to:

- Local Business Divisions Leads in respect of unresolved learner complaints or appeals.
- Te Ohu Whakahaere Academic Quality to make recommendations about national policies, procedures, or the provision of services of appeals.
- Local Academic Committees to grant formal awards of Te Pūkenga.

Te Poari Akoranga Terms of Reference

Te Poari provided feedback on the proposed changes to the Terms of Reference and recommends that Te Pūkenga Council approve the revised Terms of Reference in Appendix 2. The amendments are:

- In Section 3 (Powers and Authority), the ability to sub-delegate appeals beyond ngā ohu whakahaere has been reflected, and a new delegation from Te Pūkenga Council to grant formal awards has been added; and
- In Section 5 (Ngā ohu whakahaere o te Poari Akoranga) Te Ohu Whakahaere Appeals has been removed.

Local Academic Committee reports

Te Poari received reports from nine business divisions and noted that ServiceIQ had identified a risk relating to storage of assessments, and that assessment documents should be kept for seven years. Te Poari asked the Ako Excellence to further discuss this risk with Service IQ.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Poari Akoranga 28 January 2025 hui – open portion](#)

Appendix 2: Revised new Terms of Reference for Te Poari Akoranga



Te Pūkenga Poari Akoranga (Academic Board)

Terms of Reference

1. Whakapapa | Background

- (a) Under Section 324(2) of the Education and Training Act 2020 (the Act), the Council of Te Pūkenga—New Zealand Institute of Skills and Technology (Te Pūkenga Council) must establish an academic board to:

- i) advise it on matters relating to work-based learning, courses of study or training, awards, and other academic matters; and
- ii) exercise powers delegated to it by the Council.

This academic board is referred to in these Terms of Reference as Te Poari Akoranga¹ (Te Poari).

- (b) The Council may not make any decision or statute in respect of any academic matter referred to in section 1. (a) unless it has requested the advice of Te Poari Akoranga and considered any advice given by Te Poari Akoranga.

2. Te Tikanga | Purpose / Scope

- (a) Give effect to Te Tiriti o Waitangi and the Charter of Te Pūkenga in a way that is guided by the values of Te Pūkenga:
- i) **Manawa nui** We reach out and welcome in
 - ii) **Manawa roa** We learn and achieve together
 - iii) **Manawa ora** We strengthen and grow the whole person
- (b) Fulfil the primary function of providing assurance and confidence in the network of provision.
- (c) Provide assurance and confidence that all relevant legislation and educational requirements are adhered to as they apply to teaching, learning and research.
- (d) Provide assurance and confidence that Mātauranga Māori is applied throughout all packages of learning developed and delivered by Te Pūkenga. and that appropriate co-development has happened with Iwi, hapū or Māori organisations in the construction of packages of learning.
- (e) Receive advice and evidence (real time and retrospective) from local academic committees, ohu whakahaere, and other relevant sources, to ensure:
- i) a purposeful and responsive mix of provision matched to need, with a relentless focus on equity, access, and participation to support a culture of equity and diversity where all learners are included and valued;

¹ The importance of seeking an appropriate name for the academic board that reflects a holistic and inclusive approach consistent with the intent of Te Pūkenga charter has been recognised. Poari is the decision-making body of an organisation; Akoranga is all encompassing, referring to learning, subject, discipline, profession, school, educational course, academic programme, academic course, teaching, class, and lesson and includes circumstances of learning, time of learning and place of learning.



- ii) holistic selection policies promote and facilitate academic equity for learners from under-represented groups, who have the potential to succeed academically, and who have applied via the application process; and
 - iii) prioritised accessible support that acknowledges barriers and actively encourages learners and their whānau to participate and engage, for learners to achieve academic equity.
- (f) Ensure academic policies, procedures and frameworks are fit for purpose.
- (g) In completing these functions, Te Poari Akoranga will be cognisant of [Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2022-2023](#) and will use it as a tool to assist in making decisions when exercising these powers.

3. Powers and Authority

- (a) In accordance with the Delegations Policy, Te Poari Akoranga is granted the specific authorities listed below. All delegated authority must be exercised in accordance with the purpose of Te Poari Akoranga as set out in Section 2 of these Terms of Reference.

Ref	Subject	Description	Objective	Power to Sub-Delegate?
1.	Academic Policies, procedures, and framework	To determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters.	Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Te Pūkenga, as set by Council having regard to the Charter and Minister’s expectations, are met and continuous improvement is achieved and sustained.	No
2.	Courses/ Programmes of Study (including work-based learning programmes)	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies.	Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching, and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics	Yes
3.	Courses/ Programmes of Study (including work-based learning)	To approve variations to an individual learner’s course/programme of study outside programme regulations.	Provide assurance and confidence: <ul style="list-style-type: none"> a. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. b. that work-based learning is applied throughout 	Yes



Ref	Subject	Description	Objective	Power to Sub-Delegate?
			packages of learning developed and delivered by Te Pūkenga (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers.	
4.	Quality Assurance	To set and monitor the application of Te Pūkenga quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review, and reporting processes.	As above	Yes
5.	Assessment	To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	Yes
6.	Research	To set and promote quality standards for research and approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.	To conduct research, with a focus on applied and technological research (section 315 of the Act). Teaching and learning is supported by research, evidence, and best practice (Charter, Schedule 13 of the Act)	Yes
7.	Appeals		(a) receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); (b) support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and (c) if necessary, make recommendations about policies, procedures, or the provision of services.	Yes (limited to ohu whakahaere)
8.	Ohu whakahaere: Sub-Committees	To establish any ohu whakahaere (sub- committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key	No



Ref	Subject	Description	Objective	Power to Sub-Delegate?
		the same.	areas of focus.	
9.	<u>Granting of Formal Awards</u>	<u>To grant formal awards of Te Pūkenga.</u>		<u>Yes (limited to Local Academic Committees)</u>
109.	Incidental	To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board.	The Council delegates to Te Poari Akoranga “matters relating to work-based learning, courses of study or training, awards, and other academic matters”, to “exercise powers delegated to it by the council.” (Section 324 (2) of the Act)	No

- (b) In line with the powers to sub-delegate in the table above, from time to time, Te Poari Akoranga may formally sub-delegate specific tasks and/or responsibilities to nominated groups, committees and/or ohu whakahaere. In doing so, it requires:
 - i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
 - ii) Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.
 - iii) All formal sub-delegations will be included in the Delegations Register which will be updated each time a power is sub-delegated.
- (c) All media and public comment should be considered in consultation with Te Pūkenga Council.
- (d) Any official information requests to Te Poari should be directed to the OIA team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Under Section 324(2) of the Act, the Council must establish an academic board consisting of its chief executive and members of the staff and students of Te Pūkenga.
- (b) Appointments to Te Poari Akoranga will be made by the Council following input, and advice from the Interim Māori Advisory Committee. Appointments will comprise the following:
 - i) Ako Excellence Director (Co-Chair)
 - ii) Tumuaki | Chief Executive of Te Pūkenga or delegate (Co-Chair)
 - iii) One other member of the Transition Leadership Team, or delegate
 - iv) One Chair / Co-Chair from each of Ngā Ohu Whakahaere outlined in section 5.
 - v) Four members selected by Te Poari Akoranga from the chairs of local academic committees (four total)
 - vi) One enrolled learner nominated by (but not necessarily a member of) the Interim Learner Advisory Committee of Te Pūkenga
 - vii) Additional members may be co-opted to join if the appointed members feel that they do not have sufficient representation of skills or specialist criteria identified in Section 4. (c).



- (c) Membership should reflect a broad skills-based approach, and the appointment of members will be based on the following core criteria:
 - i) Commitment to educational quality and learner achievement;
 - ii) Commitment to ōritetanga and the success of learners who are under-served by the education system (with a specific focus on Māori learners, Pacific learners, learners with disabilities, adult and second-chance learners and youth);
 - iii) Ability to apply both a local and global view to academic issues.
- (d) In addition to the criteria in Section 4. (c), the following specialist criteria may be applied when appointing members:
 - i) Demonstrated knowledge and experience, and a commitment to Mātauranga Māori;
 - ii) Demonstrated knowledge and experience in addressing inequities in tertiary education provision related to gender, sexuality, age, disability, and ethnicity;
 - iii) Demonstrated innovation in ako (specifically teaching, learning and research) with up-to-date specialist knowledge, skills and experience in academic quality, programme development and delivery; and
 - iv) Broad sector and systems delivery knowledge and demonstrated experience, including work-based, work-integrated, distance, kanohi ki te kanohi, blended delivery and regional competencies and experience.
- (e) Ex-officio members are appointed to Te Poari Akoranga until they no longer hold the role specified in Section 4 (b).
- (f) Members who are not appointed ex-officio, will be appointed for up to two years, with the option of renewal for one further year, to be made by the Council. Membership of Te Poari Akoranga may be revoked by either Te Pūkenga Council or the appointed member at any time by giving four weeks' written notice in writing.
 - i) These members may resign from the Committee at any time by notifying the Co-Chairs with a copy to the Council Secretariat.
 - ii) A 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 Te Poari hui (without informing the Chair), and failure to act in accordance with the Code of Conduct.

5. Ngā ohu whakahaere o te Poari Akoranga | Subcommittees of the Academic Board

- (a) Te Poari Akoranga has established the following ohu whakahaere to focus on:
 - i) **Academic Quality**, to:
 - a. provide leadership in academic evaluation and quality assurance; and
 - b. ensure quality improvement by overseeing and monitoring the consistent application of the academic quality assurance system, including developing and recommending to Te Poari Akoranga approval of policies and operating procedures.

~~ii) Appeals, to:~~



- ~~e. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);~~
- ~~e. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and~~
- ~~e. if necessary, make recommendations about policies, procedures, or the provision of services.~~

~~vii)ii~~ **Approvals, to:**

- a. consider proposals for approval with a focus on equity, access, and participation to support a culture of equity and diversity where all learners and their whānau are included and valued; and
- b. recommend to Te Poari Akoranga the approval of education and training packages (for example, programmes of study, and micro-credentials, or equivalent), and associated changes in accordance with approved delegations.

~~vii)iii~~ **Rangahau, Research and Postgraduate, to:**

- a. Provide leadership in rangahau, research and innovation, and postgraduate activity, by having oversight of rangahau and research planning across Te Pūkenga business divisions, policy, funding, and ethics.
 - b. Ensure that there are effective governance and operational supports and mechanisms in place to mitigate risks and provide assurance in research quality.
 - c. Identify, promote, and enhance best practice rangahau, research, research capability and innovation, and postgraduate programme delivery including that relating that to research ethics across Te Pūkenga and that these are maintainable and sustainable at a regional level.
 - d. Receive and monitor annual research and postgraduate reports from regional centres and work-based learning providers, where appropriate.
 - e. Review and monitor the revenue generated by Te Pūkenga in external research funding opportunities.
- (b) Each ohu whakahaere will consist of members drawn from across the organisation, or within the business divisions for Academic Committees with relevant, demonstrated skills and experience. Appointments to each ohu whakahaere will be made by Te Poari Akoranga in accordance with the terms of reference for the ohu, reflecting the value of appropriate geographical spread of representation.
- (c) Ngā Ohu Whakahaere hui will be conducted according to a schedule agreed on by Te Poari Akoranga, appropriate to its tasks and sub-delegations. Where sub-delegations are in place, hui will be conducted under LGOIMA rules outlined in section 6. (f).
- (d) Each ohu whakahaere will report to Te Poari using Te Poari's agenda framework on any sub-delegations that have been exercised and the strategic and key issues that most concern Te Poari Akoranga.

6. Kōrama | Quorum and Hui | Meetings



- (a) A quorum shall consist of a majority of Te Poari members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Poari Akoranga will meet at least six times per academic year.
 - i) Meetings may be conducted by teleconference, videoconference or in person.
 - a. If a hui is held in person, members will make reasonable efforts to attend in person.
 - b. If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.
 - ii) Te Poari may also need to meet on an ad hoc basis to consider approvals requested and/or relevant matters. Accordingly, additional meetings may be held if determined necessary by the Chair.
 - iii) The Governance Director will annually set hui dates to align with other meetings on Te Pūkenga Governance calendar, and in consultation with members of Te Poari.
- (c) If a member is unable to attend a hui, they must provide the Co-Chairs with comments on the issues to be discussed in reasonable time prior to the hui. Members are not able to send a proxy or delegate to Te Poari hui in their place unless this is specified in the Membership section.
- (d) All Council Members shall be entitled to attend Te Poari Akoranga meetings. In addition, the Council may (but is not required to) appoint a permanent observer to Te Poari Akoranga. The permanent observer will have a standing invitation to attend meetings, the right to receive meeting documentation and participate in meeting debate, but they will have no voting rights.
- (e) A Governance Advisor shall service Te Poari meetings to provide secretariat support and resources.
 - i) Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. This would normally be a week prior to the date of the meeting but may be shorter as determined by the Co-Chairs.
 - ii) Minutes of the meetings shall be prepared, retained, and distributed to Te Poari members, management, and external auditors, as well being made available to Te Pūkenga Council.
- (f) Te Pūkenga is named in Schedule 2 Part 2 of the [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) as a particular authority to which Part 7 of LGOIMA applies. As Te Poari Akoranga has delegated authority to make decisions on behalf of Te Pūkenga as outlined in Section 3, the following local authority meeting rules apply:
 - i) Hui are required to be open to the public unless Te Poari Akoranga resolves to exclude the public from the whole or any part of the meeting where good reason for withholding disclosure of information exists under Section 9 of the Official Information Act 1982.
 - ii) The date, time, and place of Te Poari Akoranga hui must be publicly notified not more than 14 days and not less than five days before the end of the month prior.
 - iii) At least two working days prior to the hui any member of the public may inspect all agendas and associated reports circulated to members of Te Poari Akoranga relating to



that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.

- iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:
 - a. Te Poari Akoranga resolves to discuss it and the Chair explains at the hui at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent hui; or
 - b. the item is a minor matter relating to the general business of Te Poari; and the Chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.
- v) Members of the public have a right to inspect or receive copies of minutes of Te Poari hui (except parts of a hui from which the public was excluded).

7. Responsibilities and duties

- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Poari Akoranga members shall:
 - i) Review any papers prepared for Te Poari, prepare adequately prior to each hui, and participate actively in hui, contributing to actions when agreed.
 - ii) Bring matters of significance to the attention of Te Poari and use professional perspectives to undertake analysis or prepare advice as required.
 - iii) Contribute to the development of a forward work programme for Te Poari.
 - iv) Maintain a broad knowledge of the issues and interests that relate to the operations of Te Poari.
 - v) Consult with and consider advice from the three Advisory Committees to Council established under section 325 of the Act on significant matters relating to the strategic direction of Te Pūkenga which are relevant to those groups represented by each Advisory Committee.
 - vi) Comply with Te Pūkenga Council and Committees [Code of Conduct Policy](#)
- (b) In addition, the Co-Chairs of Te Poari Akoranga shall:
 - i) consult with members to draft a forward work programme for Te Poari, for agreement with Te Pūkenga Council Chair.
 - ii) set agendas with the assistance of the Governance Advisor and approve minutes.
 - iii) chair and facilitate hui, encouraging and modelling open communication where all members contribute effectively.
 - iv) manage any conflicts of interests for other members of Te Poari, including deciding if a potential conflict exists and determining, with assistance from the Governance Advisor, what action is appropriate.
 - v) represent the Committee in any hui with Te Pūkenga Council and/or Chair as required.



- vi) ensure that any requests for media and public comment and any official information requests made to the Committee are escalated to the Chair of Te Pūkenga Council.
 - (c) Members are required to declare any actual or perceived interests as per national policy and procedures. [Conflicts of Interest Policy](#)
-



8. Fees and allowances

- (a) No additional fees will be paid to employees of Te Pūkenga for their participation in Te Poari Akoranga as hui are anticipated to occur during normal working hours. Expenses related to Te Poari Akoranga should be included in each employee's usual expense cost centre.
- (b) For learner members of Te Poari Akoranga, fees will be set by Te Pūkenga Council and will be within Group 4 (All Other Committees and Other Bodies) of the Cabinet Office Fees Framework.
 - i) The level within this category is determined by skills, knowledge and experience required for members; function, level, and scope of authority; complexity of issues; and public interest and profile. Te Poari Akoranga has been determined to be at Level 3 and as a result, a daily rate of \$435 will apply.
 - ii) The daily fee applies to all mahi, including that performed outside of hui (e.g. preparation, representing the board at other forums, or administrative mahi) that is required for the body to carry out its role.
 - iii) It is expected that a working day is about eight hours, and the daily fee is calculated on this basis. Work for longer than eight hours in one day will not attract an extra payment unless the combination of travel and mahi is frequently longer than eight hours.
 - iv) Hourly pro-rata rates may apply and will be calculated by dividing the daily rate by 8 and multiplying by the number of hours worked.
 - v) Where a total of six hours is worked in one day, a daily fee may be paid. It is accepted that it may not be possible for a member having worked six hours in one day on business related to Te Poari Akoranga to return to other paid mahi. Where a member spends time, for example one evening, preparing for a hui the next day, if the preparation and hui time combined were between 6 and 8 hours, then one daily fee would be paid for the combined preparation and hui time.
 - vi) Mahi other than preparation for hui must be approved and minuted by Te Poari before it is undertaken. Individual members should not be in a position where they could be considered to be setting their own work programmes without the endorsement of the body.
 - vii) This fee will be reviewed annually, and within three months of an update to the Cabinet Office Fees Framework.
 - viii) Fees will be paid through Te Pūkenga payroll in arrears. This will be included in the next fortnightly pay cycle following each meeting. If a member wishes to arrange to invoice Te Pūkenga for their fees (rather than receive these via payroll), the invoice must be submitted before the end of the month in which the meeting occurs, for payment by the 20th of the following month.
 - ix) Learner members may claim reimbursement for out-of-pocket taxi, mileage or parking expenses and any expenses actually and reasonably incurred when travelling on Te Pūkenga business in accordance with Te Pūkenga policy. The standard should be modest and appropriately reflect public sector norms. [Sensitive Expenditure Policy](#)



9. Pūrongo | Reporting obligations

The Co-Chairs of Te Poari Akoranga will report to Te Pūkenga Council using the Council's agenda framework on any delegations that have been exercised and the strategic and key issues that most concern the Council.

10. Accountability

Te Poari Akoranga shall:

- (a) self-assess its performance against these Terms of Reference on an annual basis. This self-assessment shall include feedback from Te Pūkenga Council on its perspective on the performance of Te Poari, as provided by the Chair of Council.
- (b) confirm annually that all responsibilities outlined in these Terms of Reference have been carried out.

11. Review of the Terms of Reference

Te Poari shall, on an annual basis (or as otherwise necessary), review and, if appropriate, update these Terms of Reference for consideration and approval by the Council.

Approved by the Council of Te Pūkenga on 6 November 2024

Sue McCormack
Acting Council Chair

Hon Penny Simmonds

Minister for the Environment
Minister for Tertiary Education and Skills
Associate Minister for Social Development and Employment



20 December 2024

Sue McCormack
Acting Chair
Te Pūkenga
By email: sue.mccormack@tepukenqa.ac.nz

PS0590

Dear Sue

Changes to the vocational education and training system

I am writing to confirm our Teams meeting today regarding the government's decisions on changes to the Vocational Education and Training (VET) system in New Zealand. I appreciate that these decisions are of significant interest to you, Te Pūkenga leadership and staff, learners and the organisations Te Pūkenga works with.

Cabinet has agreed to my proposals to reshape the VET system. This will return decision making to regions and enable more industry input into work based learning. The redesigned system draws from the many conversations I have had with stakeholders and industry and from the substantial feedback that was received as part of the consultation on my proposals.

The redesigned system will be financially sound and better meet the needs of learners, industry, and the economy. It will ensure both standard setting entities and providers are engaged with industry employers. This legislative framework to give effect to this system will:

- disestablish Te Pūkenga and Workforce Development Councils;
- enable a more agile network of Institutes of Technology and Polytechnics (ITPs) focused on core delivery either as standalone entities or as members of a federation; and
- establish Industry Skills Boards (ISBs) to provide a more industry responsive and resilient model to support work-based learning.

ISBs would be responsible for a national standards setting function (qualification, credential and standards development, and programme endorsement) as well as a workforce planning function. I have also retained the function of providing advice to the TEC, something industry value.

When I consulted on options for work based learning earlier in 2024, the feedback I received led to a new option being developed. As it is essential that the design meets the needs of industry, I intend to hold a targeted consultation on two work based learning options very early in 2025.

The first option would have separate standards setting entities (ISBs) and delivery of work-based learning through providers (similar to current arrangements). The key difference would be that Te Pūkenga's work based learning divisions become standalone entities. Under this

option, polytechnics, Wānanga and private training establishments would also be able to offer work-based learning. This was Option "B" in my first round of consultation.

Under the second, new, option, ISBs would additionally provide national training coordination and pastoral care functions to work-based learners and their employers. Tertiary providers, including polytechnics, Wānanga and private training establishments would manage the education aspects of work-based learning, including enrolling learners, developing training materials, managing assessment and delivering off-job training where required. The Work Based Learning business divisions of Te Pūkenga would ultimately be disestablished, and it is expected that the staff and resources from these would be split between ISBs and providers as appropriate.

Information on the options and the consultation process will be provided to industry bodies and other relevant parties in January 2025.

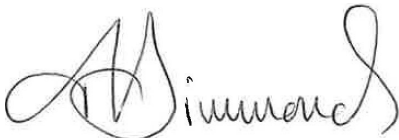
In addition to the work based learning structure, there are still other important decisions to be made regarding the shape of the VET system. This includes deciding which ITPs will be in a position to stand up as autonomous organisations in the new structure, and which will be brought together as part of a federation. There are also decisions regarding funding for the new system and about the number and coverage of ISBs. These decisions will all be made in the first half of 2025.

It is my intention that the new system will be progressively in place from 1 January 2026, with a number of autonomous ITPs in place at that date. I anticipate that there will be a lot of interest in these decisions, and the timeframe for activity to be carried out to implement the changes. The timeline is intended to ensure the earliest possible return to certainty for the sector.

I know you will do all you can to maintain the forward momentum regarding these changes and I thank you for that. To ensure the stability of the system for learners it is important that the transition is managed in a way that does not bring undue disruption or uncertainty. Thank you for the work so far to support the direction of travel, and I look forward to continuing to work with you as we implement these changes.

I will arrange for my office to set up a meeting between us in the New Year.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Penny Simmonds', written in a cursive style.

Hon Penny Simmonds
Minister for Tertiary Education and Skills

cc. Gus Gilmore gus.gilmore@tepukenqa.ac.nz



Thanks to you Sue - The board for
turning Te Pūkenga around this year.

*Wishing you a safe and
enjoyable festive season*

Kind regards

Remy



Level 2, Wintec House
Cnr Anglesea and Nisbet St.
Hamilton 3204

0800 86 22 84
info@tepūkenga.ac.nz
tepūkenga.ac.nz

10 February 2025

Hon. Penny Simmonds
Minister for Vocational Education
Parliament Buildings
Wellington 6160

Tēnā koe Minister

Notice of Appointment – Section 100 Crown Entities Act 2004 (Act) - Otautahi Education Development Trust

Section 100(1)(c) of the Act states that a Crown entity must not appoint a trustee of a trust other than after written notice to the responsible Ministers.

This letter is to advise that Te Pūkenga – New Zealand Institute of Skills and Technology intends to appoint Grant Lindsey McPhail as a trustee of the Otautahi Education Development Trust with effect from Monday 17 February 2025, in accordance with the terms of the trust deed of the Trust. This appointment will be made on that date subject to you having no objection to the appointment.

Ngā mihi nui



Sue McCormack
Acting Chair of Council

Cc Mr Tim Fowler, Chief Executive Tertiary Education Commission



Level 2, Wintec House
Cnr Anglesea and Nisbet St.
Hamilton 3204

0800 86 22 84
info@tepūkenga.ac.nz
tepūkenga.ac.nz

10 February 2025

Hon. Penny Simmonds
Minister for Vocational Education
Parliament Buildings
Wellington 6160

Tēnā koe Minister

Notice of Appointment – Section 100 Crown Entities Act 2004 (Act) – Student Residence Trust Aotearoa (SRTA)

The SRTA is a trust established to provide student accommodation in the Waikato to Wintec students.

Section 100(1)(c) of the Act states that a Crown entity must not appoint a trustee of a trust other than after written notice to the responsible Ministers.

The Trust Deed provides that Te Pūkenga – New Zealand Institute of Skills and Technology ("Te Pūkenga") has the power to appoint up to two trustees who reside in the Waikato region.

This letter is to advise that Te Pūkenga intends to appoint Christine Amanda Begbie, Finance Director Rohe 2, who resides in the Waikato, as a trustee of the SRTA with effect from 17 February 2025. This appointment is to replace Huia Haeata due to the cessation of Huia's employment with Te Pūkenga.

If you need further information, please contact Te Pūkenga Director Legal, Kara Hiron.

Ngā mihi



Sue McCormack
Acting Chair of Council

Cc Mr Tim Fowler, Chief Executive Tertiary Education Commission



Te Pūkenga Council Meeting

7. Resolution to exclude the public

It will be moved by the Acting 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)
8.	Administration	
8.1.	Minutes of the closed portion of the meeting held 11 December 2024	Section 9(2)(g)(ii) OIA
8.2.	Minutes of the extraordinary e-meeting held 20 January 2025	Section 9(2)(g)(ii) OIA
8.3.	Ngā mahi hei Actions	Section 9(2)(g)(ii) OIA
9.	Regular reporting	
9.1.	Chief Executive's closed report	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
9.2.	Wellbeing and safety report	Section 9(2)(g)(ii) OIA
10.	Disestablishment and transition	
10.1.	Strategic priorities for 2025	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.2.	Regional ITP viability update	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)
10.3.	Work-based learning consultation	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.	Risk and compliance	
11.1.	Risk deep dive: Academic portfolio and quality	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
11.2.	Divisional borrowing limits	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.3.	Power of attorney	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
12.	Reports from and relating to Committees	
12.1.	Report from closed portion of Te Poari Akoranga held 28 January 2024	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
12.2.	Report from Appointment and Remuneration Committee extraordinary e-meeting 27 January 2025	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
14.	Outwards correspondence (confidential)	
14.1.	Acceptance of Audit New Zealand 2024 Audit Fee and Audit New Zealand Audit Engagement Letter	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
14.2.	Letter to American Express International (NZ) Inc 16 December 2024	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA

Item	General subject of each matter to be considered	Section(s)
15.	He take atu anō Any other business	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
16.	Confirmation of actions from this meeting	Section 9(2)(g)(ii) OIA
17.	Board time	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA

The Chair will also move that certain employees from Te Pūkenga, namely:

- Ziena Jalil
- James Smith
- Garth Gulley
- Johnny Tramoundanas-Can
- Kara Hiron
- Deborah Young

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.

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.

Section	Interest
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 a Minister of the Crown or any public service agency or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).