

Te Pūkenga Council 10 October 2024 ordinary meeting



Microsoft Teams

10 October 2024 08:30 AM - 12:30 PM

Agenda Topic	Presenter	Time	Page
Karakia timatanga			4
Open Agenda			
1. Welcome/apologies/notices	Sue McCormack		
2. Administration (open)	Sue McCormack	08:30 AM-08:35 AM	5
2.1 Council membership and schedule of committees			5
2.2 Register of interests			12
2.3 Minutes (draft) of the meeting held 12 September 2024 (ordinary meeting)			14
RECOMMENDATION That the Council approve the minutes of Te Pūkenga Council open meeting held on 12 September 2024 as a true and correct record.			
3. Reports from Committees		08:35 AM-08:40 AM	21
3.1 Report from open portion of Te Poari Akoranga held 27 September 2024	Kieran Hewitson		21
RECOMMENDATION: That Te Pūkenga Council:			
b) Notes that Te Poari Akoranga approved 2025 meeting dates for Te Ohu Whakahaere Academic Quality and Te Ohu Whakahaere Rangahau Research and Postgraduate;			
c) Notes that Te Poari Akoranga approved revised Terms of Reference for ngā Ohu Whakahaere Academic Quality, Appeals, and Rangahau Research and Postgraduate;			
d) Notes that Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualification Authority:			
• New Zealand Certificate in Skills for Learning for work, for Supported Learners (Level 1) (NZ4373)			
• New Zealand Certificate in Fashion (Level 4) (NZ2630)			
• New Zealand Certificate Content Creation (Level 4) (NZ4789); and			
e) Notes that Te Poari Akoranga received reports from the Local Academic Committees noted in the report.			
4. Correspondence			
There is no open correspondence this period.			
5. He take atu anō Any other business (open)			

6. [Resolution to exclude the public](#) 24

RECOMMENDATION:

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.

Closed agenda

7.	Administration (closed)	Sue McCormack	08:40 AM-08:45 AM	27
7.1	Minutes of the closed portion of the meeting held 12 September 2024			27
7.2	Ngā mahi hei Actions			35
8.	Verbal update from the Chief Executive		08:45 AM-09:30 AM	
9.	Risk and compliance			36
9.1	Risk deep dive: Assurance over wellbeing and safety during transition	Garth Gulley	09:30 AM-09:50 AM	36
9.2	Disestablishment risks and mitigations	Gus Gilmore and Ziena Jalil	09:50 AM-10:00 AM	43
9.3	Draft 2025 Statement of Performance Expectations	Ziena Jalil and Clarke Raymond	10:00 AM-10:05 AM	51
9.4	2025 Governance workplan	Ziena Jalil and Rebecca Donne	10:05 AM-10:10 AM	89
9.5	Fraud enquiries: those charged with governance	TBC	10:10 AM-10:15 AM	
	This will be provided next week			
	Break		10:15 AM-10:35 AM	
10.	Reports from and relating to Committees			92
10.1	Report from closed portion of Te Poari Akoranga held 27 September 2024	TBC	10:35 AM-10:40 AM	92
10.2	Report from Finance Risk and Audit Committee meeting held 27 September 2024	Jeremy Morley	10:40 AM-11:10 AM	94
10.3	Verbal update from Health Safety and Wellbeing Committee meeting held 9 October 2024	Sam Huggard	11:10 AM-11:20 AM	
10.4	Finance, Risk and Audit Committee appointment	Sue McCormack	11:20 AM-11:25 AM	99

11. Inwards correspondence (confidential)

There is no confidential inwards correspondence this period

12. Outwards correspondence (confidential)

11:25 AM-11:30 AM

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12.1 [Letter to Tertiary Education Commission 2 October 2024](#)

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Letter to Chief Executive Tertiary Education Commission re Te Pūkenga Council Member Terms and Remuneration 2 October 2024

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

14. Confirmation of actions from this meeting

Sue McCormack
and Rebecca
Donne

11:30 AM-11:35 AM

[Karakia whakakapi](#)

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Next meeting date: Wednesday 6 November 2024 (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 kawe 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
Jordan Gush	4 October 2021	31 December 2024	Interim Learner Committee nomination
Dr Teorongonui Josie Keelan	2 November 2021	31 December 2024	Interim Māori Advisory Committee nomination
Heath Sawyer	4 October 2021	31 December 2024	Interim Staff Committee nomination
Tagaloatele Peggy Fairbairn-Dunlop	1 April 2021	31 March 2025	Minister of Education
Jeremy Morley	1 September 2022	31 August 2025	Minister of Education
Sam Huggard	1 April 2020	31 March 2026	Minister of Education
Bill Moran	1 April 2023	31 March 2027	Minister of Education



2024 Schedule of Te Pūkenga Council and Committee meetings

As at 3 October 2024

Council – confirmed dates

Month	Date	Day	Meeting	Activity	Venue
February	8	Thurs	Council	Ordinary meeting	Wellington
March	14	Thurs	Council	Ordinary meeting	Auckland
April	11	Thurs	Council	Ordinary meeting	Online
May	9	Thurs	Council	Ordinary meeting Disestablishment workshop	Wellington
July	11	Thurs	Council	Ordinary meeting	Online
August	15	Thurs	Council	Ordinary meeting	Auckland
September	12	Thurs	Council	Ordinary meeting	Christchurch
October	10	Thurs	Council	Ordinary meeting	Online
November	7	Thurs	Council	Ordinary meeting	TBC
December	12	Thurs	Council	Ordinary meeting	TBC



Committees

Finance Risk and Audit Committee – confirmed dates

Name	Role	Meeting dates	Venue
1. Jeremy Morley	Chair	Wednesday 31 January	MIT Ōtara
2. Bill Moran	Member	Wednesday 14 February	Online
3. Josie Keelan	Member	Wednesday 28 February	Online
4. John Brockies	Independent member	Wednesday 27 March	MITO, Wellington
5. Sue McCormack	Ex-officio member	Friday 26 April	Online
		Monday 27 May	Auckland
		Monday 1 July	Online
		Friday 26 July	MITO, Wellington
		Friday 30 August	Online
		Friday 27 September	UCOL, Palmerston North
		Thursday 24 October	MITO, Wellington
		Friday 29 November	Online

Appointment and Remuneration Committee - confirmed dates

Name	Role	Meeting dates	Venue
1. Bill Moran	Chair	Wednesday 17 January	Online
2. Sam Huggard	Member	Monday 18 March	Online
3. Sue McCormack	Ex-officio member	Thursday 28 November	Online



Health, Safety and Wellbeing Committee - confirmed dates

Name	Role	Meeting dates	Venue
1. Sam Huggard	Chair	Thursday 1 February	Online
2. Peggy Fairbairn-Dunlop	Member	Monday 25 March	Online
3. Josie Keelan	Member	Friday 21 June	Online
4. Heath Sawyer	Member	Wednesday 9 October	Online
5. Jordan Gush	Member	Monday 2 December	Online
6. Sue McCormack	Ex-officio member		



Advisory Committees

Advisory Committee Co-Chairs hui

Name	Role	Meeting dates	Venue
Sue McCormack	Council Acting Chair	Friday 23 February	Teams
Gus Gilmore	Chief Executive	Wednesday 17 April	Teams
Jordan Gush	ILAC Co-Chair	Friday 23 August	Teams
Dahrian Watene	ILAC Co-Chair		
Heath Sawyer	IKAC Co-Chair		
Warwick Shillito	IKAC Co-Chair		
Josie Keelan	Komiti Māori Co-Chair		
Bentham Ohia	Komiti Māori Co-Chair		

Interim Learner Advisory Committee (ILAC)

Name	Role	Meeting dates	Venue
1. Jordan Gush	Co-Chair	Monday 6 May	Online
2. Dahrian Watene	Co-Chair	Monday 24 June	Online
3. Henry Geary	Member	Thursday 29 August	Online
4. Nina Lee Griffith	Member		
5. Ihongaro	Member		
6. Skyla Flower	Member		



Interim Kaimahi Advisory Committee (IKAC)

Name	Role	Meeting dates	Venue
1. Heath Sawyer	Co-Chair	Wednesday 20 March	Online
2. Warwick Shillito	Co-Chair	Monday 22 April	Online
3. Ali Bahmad	Member	Friday 25 May	Online
4. Andrea Armstrong	Member	Monday 17 June	Online
5. Ang Cooper	Member	Tuesday 27 August	Online
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	Friday 19 April	Tamaki Makaurau
2. Bentham Ohia	Co-Chair	Monday 6 May	Online
3. Dahrian Watene	ILAC representative	Monday 24 June	Online
4. Glenda Taitua	Member	Thursday 29 August	Online



Te Poari Akoranga

Name	Role	Meeting date	Venue
1. Kieran Hewitson	Co-Chair (Delegate for Chief Executive)	Friday 1 March	Teams
2. Deborah Young	Co-Chair (Ako Excellence Director)	Thursday 28 March	Teams
3. Paora Ammunson	Member (DCE Te Tiriti Outcomes)	Monday 29 April	Teams
4. Fiona Moyer	Member (Co-Chair Te Ohu Whakahaere Academic Quality)	Friday 24 May	Teams
5. Adele McLean	Member (Co-Chair Te Ohu Whakahaere Appeals)	Tuesday 18 June	Teams
6. Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)	Friday 26 July	Teams
7. Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau, Research and Postgraduate)	Friday 30 August	Teams
8. Henry Geary	Member (Learner nominated by Interim Learner Advisory Committee)	Friday 27 September	Teams
9. Doug Pouwhare	Member (Co-opted)	Friday 25 October	Teams
10. Martin Carroll	Member (Rohe 1 business division Academic Committee Chair)	Friday 29 November	Teams
11. Te Urikore Biddle	Member (Rohe 2 business division Academic Committee Chair)		
12. Nita Hutchinson	Member (Rohe 3 business division Academic Committee Chair)		
13. Scott Klenner	Member (Rohe 4 business division Academic Committee Chair)		
14. Linda Aumua	Member (Co-opted)		



Te Pūkenga Council Register of Interests

As at 9 September 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 Ako Delivery Te Pūkenga	Uncle
	Plumbers and Gasfitters Board	Mother is a member
Teorongonui Josie Keelan Member	Te Pūkenga: Unitec	Supervisor
Tagaloatele Dr Peggy Fairbairn-Dunlop Member	UNESCO	Social Science Commissioner
	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
	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



Minutes for Te Pūkenga Council 12 September 2024 ordinary meeting

12/09/2024 | 10:00 AM - Auckland, Wellington New Zealand Standard Time

Ara Institute of Canterbury

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), Paora Ammunson (DCE Tiriti Outcomes), Deborah Young (Co-Chair Te Poari Akoranga, items 1-9 and 11.5), Garth Gulley (Wellbeing and Safety Director, item 9.2), Clarke Raymond (Director Strategy and Performance, item 10.1), Warwick Shillito (Co-Chair Interim Kaimahi Advisory Committee, item items 1-9 and 11.2), Andrea Armstrong (Interim Kaimahi Advisory Committee member, item 11.2), Phil O'Callaghan (Interim CFO, items 11-14)

Karakia timatanga

The Deputy Chief Executive Tiriti Outcomes led the opening karakia and acknowledged the passing of Kingi Tūheitia and the ascension of Kuini Ngawai hono i te po.

The meeting opened at 10.05am.

Open Agenda

1. Welcome/apologies/notices

On behalf of Te Pūkenga Council, the Acting Chair acknowledged the passing of Kingi Tūheitia and sent the Council's condolences to his whānau and the people of Waikato Tainui for their loss. The Council also recognised the new monarch, Kuini Ngawai hono i te po who carries forward the mantle of unity from her father.

2. Administration (open)

2.1 Council membership and schedule of committees

The Council noted the membership terms and the schedule of meetings for the remainder of 2024.

The Acting Chair advised the Council that she has drafted a letter to the TEC to extend terms for Tagaloatele Peggy Fairbairn-Dunlop and Jeremy Morley.

2.2 Register of interests

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

2.3 Minutes (draft) of the meeting held 15 August 2024 (ordinary meeting)

RESOLVED (S. McCormack)

That the Council approve the minutes of Te Pūkenga Council open meeting held on 15 August 2024 as a true and correct record subject to removing Teorongonui Keelan as an attendee.

CARRIED

3. Regular reporting

3.1 Chief Executive's open report

The Council noted that:

- The National Office review is well underway and by the end the year there will be less than 60 employees.
- Attendance at information sessions on the future of vocational education has been quite low compared to previous Government consultations but there has been good engagement and discussion at the hui.

The Council expressed its support for shorter online meetings for the remainder of the year.

The Council acknowledged a successful annual review session with the Education and Workforce Committee and thanked Management and staff for their preparation. The Council asked the Chief Executive about feedback from kaimahi and ākonga, which was positive and supportive of the comments. The Co-Chairs of the Interim Kaimahi Advisory Committee highlighted the change fatigue which kaimahi are experiencing, and that they want to be engaged in the change and have some input. The Council noted that kaimahi have a sense of losing their voice.

RESOLVED (B. Moran/J. Morley)

That Te Pūkenga Council

1. *Receive the report titled 'Chief Executive's Report to Council – Open Session'; and*
2. *Note the update on current issues, key achievements and highlights arising during the reporting period.*

CARRIED

4. Reports from Committees

4.1 Report from open portion of Te Poari Akoranga held 30 August 2024

Bill Moran advised a conflict with this item due to his role with NZQA.

Deborah Young, Co-Chair Te Poari Akoranga sought guidance from the Council on the level of reporting it wishes to see from Local Academic Committees now that their sub-delegated decisions are being regularly reported to Te Poari Akoranga. The Council expressed a preference for high level reporting and assurance that Te Poari is providing oversight of these.

The Council noted that:

- Te Poari have a working group to identify challenges as we move towards 2025.
- NZQA want an understanding of subsidiary structure before it can make decisions about formalising changes in ownership of unified programmes.
- The Chief Executive has provided clarity to the organisation that Te Poari continues to be the governing body for academic matters while Te Pūkenga is in existence.

RESOLVED (J. Morley/S. Huggard)

That Te Pūkenga Council:

1. *Receives the report titled 30 August 2024 Te Poari Akoranga hui – open’;*
2. *Notes that Te Poari Akoranga approved the revised Te Ohu Whakahaere Approvals Terms of Reference;*
3. *Notes that Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualification Authority:*
 - *the New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) for submission to the New Zealand Qualifications Authority*
 - *the New Zealand Diploma in Information Technology (Technical Support) (Level 5);*
 - *the new delivery site application of Te Pūkenga (unified) New Zealand Diploma in Remedial Massage 2741 (Level 6), at Toi Ohomai Institute of Technology.*
4. *Notes that Wintec’s Academic Committee approved Type 1 changes to the following legacy programmes:*
 - *Process Control and Automation – change in version for US22744*
 - *Te Awa Koiora – change in assessment structure to include portfolio*
 - *Short Course in Cervical Screening – change in version for US29566;*
5. *Notes that Connexis Academic Committee approved 4922 Temporary Traffic Management Plan Design (Level 4) to the New Zealand Qualifications Authority for submission to the New Zealand Qualifications Authority;*
6. *Notes that the Southern Institute of Technology’s Academic Committee approved Type 1 changes to MC4384 Kia Tu - Pathway Planning;*
7. *Notes that the Otago Polytechnic Academic Committee approved the following Type 2 changes:*
 - *Bachelor of Occupational Therapy to enable delivery at NorthTec*

- *Entry Requirements for OT 4688 Bachelor of Midwifery;*
8. *Notes that the Otago Polytechnic Academic Committee approved Type 1 changes to the following programmes:*
- *Bachelor of Design (Communication)*
 - *Bachelor of Information Technology, Graduate Certificate and Graduate Diploma in Information Technology*
 - *New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4)*
 - *Otago Secondary Tertiary College/ Trade Academy – Trades: Sportsturf*
 - *STAR programme (BCATS);*
9. *Notes that the NorthTec Academic Committee approved:*
- *New Teaching Sites at:*
 - *Johnson Contractors Limited, 4 Park Road, Kaikohe 0405*
 - *Hesley Fencing 2000 Limited, 100 Darnley Road, Waipara 7483*
 - *Type 1 changes to NZ Certificate in Health and Wellbeing (Social and Community Services) (Level 4)*
 - *Submission of Puawananga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7) to NZQA and the New Zealand Nursing Council for approval (by virtual meeting on 1 July 2024)*
 - *Clinical/Fieldwork Access Agreements, Licence to use Premises Agreement and other agreements*
 - *Sub-contracted Delivery agreement for submission to NZQA*
 - *Changes to local policies*
 - *Deregistration of permanent sites subject to final review by Pathway Managers*
 - *Granting of awards outlined in the Qualification Award Summary Report and the Supplementary Report;*
10. *Notes that Toi Ohomai Academic Committee approved:*
- *Toi Ohomai Graduands*
 - *Non-Formal Award Process; and*
11. *Note that Ara Institute of Canterbury Komiti Akoranga approved variation to Award for one learner in Diploma in Computer Aided Design.*

CARRIED

Bill Moran abstained from the vote.

5. Correspondence

The Council noted the letter to the Minister for Tertiary Education and Skills dated 2 September 2024 re notice of appointment - Section 100 Crown Entities Act 2024 - Student Residence Trust Aotearoa.

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

No other business was raised.

7. Resolution to exclude the public

RESOLVED (T.P. Fairbairn-Dunlop/J. Morley)

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 per the table 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 15 August 2024	Section 9(2)(g)(ii) OIA
8.2	Minutes of the extraordinary meeting held 6 September 2024	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
9.2	Wellbeing and safety report	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA
10.	Risk and compliance	
10.1	2025 Statement of Performance Expectations	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.	Reports from and relating to Committees	
11.1	Minutes from extraordinary e-meeting of Appointment and Remuneration Committee held 12 August 2024	Section 9(2)(j) OIA
11.2	Report from Interim Kaimahi Advisory Committee held 27 August 2024	Section 9(2)(g)(ii) OIA
11.3	Report from Interim Māori Advisory Committee held 29 August 2024 27 August 2024	Section 9(2)(g)(ii) OIA
11.4	Report from Interim Learner Advisory Committee held 29 August 2024	Section 9(2)(g)(ii) OIA
11.5	Report from closed portion of Te Poari Akoranga held 30 August 2024	Section 9(a) OIA 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)
11.6	Report from Finance Risk and Audit Committee meeting held 30 August 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
11.7	Minutes from extraordinary e-meeting of Appointment and Remuneration Committee held 5 September 2024	Section 9(2)(j) OIA
11.8	2025 Advisory Committee membership	Section 9(2)(g)(ii) OIA
12.	Inwards correspondence (confidential)	
12.1	Letter from Minister for Tertiary Education and Skills received 26 August 2024 re approval for reallocation of Single Stage Business Case funding to Data System Refresh programme	Section 9(2)(i) OIA
13.	Outwards correspondence (confidential)	
13.1	Letter to Audit New Zealand 19 August 2024 re representation letter for the year ended 30 June 2024 – financial information provided for consolidation into the Financial Statements of the Government	Section 9(2)(i) OIA
14.	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

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)(ba)(i) OIA	protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest.

Section	Interest
Section 9(2)(f)(iv)	To maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials.
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:

- *Garth Gulley*
- *Clarke Raymond.*
- *Phil O'Callaghan*
- *Warwick Shillito*
- *Andrea Armstrong*
- *Deborah Young*

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 Council moved into a public excluded session at 10.26am.



Pūrongo Kaunihera a Te Pūkenga | Council Report

10 October 2024

Title	27 September 2024 Te Poari Akoranga hui – open
Provided by	Deborah Young, and Kieran Hewitson, co-chairs Te Poari Akoranga
Author	Louise Courtney, Governance Advisor
For	Noting

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a)	Receives the report titled '27 September 2024 Te Poari Akoranga hui – open'
b)	Notes that Te Poari Akoranga approved 2025 meeting dates for Te Ohu Whakahaere Academic Quality and Te Ohu Whakahaere Rangahau Research and Postgraduate;
c)	Notes that Te Poari Akoranga approved revised Terms of Reference for ngā Ohu Whakahaere Academic Quality, Appeals, and Rangahau Research and Postgraduate;
d)	Notes that Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualification Authority: <ul style="list-style-type: none"> • New Zealand Certificate in Skills for Learning for work, for Supported Learners (Level 1) (NZ4373) • New Zealand Certificate in Fashion (Level 4) (NZ2630) • New Zealand Certificate Content Creation (Level 4) (NZ4789); and
e)	Notes that Te Poari Akoranga received reports from the follow Local Academic Committees: <ul style="list-style-type: none"> • Western Institute of Technology at Taranaki (WITT) • NorthTec • Manukau Institute of Technology (MIT) • MITO • Open Polytechnic • Toi Ohomai • Eastern Institute of Technology (EIT) • Competenz • Unitec • ServiceIQ

Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 27 September 2024 online via Microsoft Teams. Linda Aumua 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 Ohu Whakahaere Academic Quality

Te Poari approved:

- 2025 meeting dates for Te Ohu Whakahaere Academic Quality, which align with Te Poari 2025 meeting dates
- revised Terms of Reference (TORs) for Te Ohu Whakahaere Academic Quality to incorporate the changes to the sub-delegations from Te Poari.

Monitoring visit for Bachelor of Accounting

Te Poari noted the questions from the New Zealand Qualifications Authority (NZQA) at the first monitoring visit of the Bachelor of Accounting had a greater focus on the disestablishment of Te Pūkenga and accreditation criteria rather than the delivery of the programme.

National Programme Committee Terms of Reference

Te Poari discussed the proposed TORs for National Programme Committees and provided guidance to the Ako Excellence Director on further development of these for approval.

Te Ohu Whakahaere Appeals

Te Poari approved revised TORs for Te Ohu Whakahaere Appeals to incorporate the changes to the sub-delegations from Te Poari and noted the resignation of member Lulu Lutui.

Te Ohu Whakahaere Approvals

Te Poari noted the resignation of member Rose Marsters.

Te Poari discussed the volume and quality of Programme Approval and Accreditation being reviewed by Te Ohu, noting NZQA deadlines affected when programmes were submitted to Te Ohu.

Te Poari discussed whether programmes being submitted were also being delivered at other business divisions and noted that the Matters for Central Decision Making process should identify this in order to utilise what is already in the network.

Te Poari noted that Te Ohu approved the following programmes for submission to NZQA:

- New Zealand Certificate in Skills for Learning for work, for Supported Learners (Level 1) (NZ4373).
- New Zealand Certificate in Fashion (Level 4) (NZ2630).
- New Zealand Certificate Content Creation (Level 4) (NZ4789).

Local Academic Committee reports (open)

Te Poari received reports from and noted approvals within delegation by the following Local Academic Committees:

- Western Institute of Technology at Taranaki (WITT)
- NorthTec
- Manukau Institute of Technology (MIT)
- MITO
- Open Polytechnic
- Toi Ohomai
- Eastern Institute of Technology (EIT)



- Competenz
- Unitec
- ServiceIQ

Te Poari would like to highlight to Council that:

- MITO's Quality Oversight Committee agreed to its TORs.
- Competenz Academic Committee agreed to its TORs and membership.
- ServiceIQ will have its first meeting in October where the TORs approved by the ServiceIQ Leadership Team will be presented.

Ngā Tāpiritanga | Appendices

[Appendix 1: Te Poari Akoranga 27 September 2024 hui – open portion](#)

Te Pūkenga Council Meeting

6. 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)
7.	Administration	
7.1.	Minutes of the closed portion of the meeting held 12 September 2024	Section 9(2)(g)(ii) OIA
7.2.	Ngā mahi hei Actions	Section 9(2)(g)(ii) OIA
8.	Verbal update from the Chief Executive	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.	Risk and compliance	
9.1.	Risk deep dive: Assurance over wellbeing and safety during transition	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA
9.2.	Disestablishment risks and mitigations	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA
9.3.	Draft 2025 Statement of Performance Expectations	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.4.	2025 Governance workplan	Section 9(2)(g)(ii) OIA
9.5.	Fraud enquiries: those charged with governance	Section 9(2)(g)(ii) OIA

Item	General subject of each matter to be considered	Section(s)
10.	Reports from and relating to Committees	
10.1.	Report from closed portion of Te Poari Akoranga held 27 September 2024	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.2.	Report from Finance Risk and Audit Committee meeting held 27 September 2024	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
10.3.	Verbal update from Health Safety and Wellbeing Committee meeting held 9 October 2024	Section 9(2)(g)(ii) OIA
10.4.	Finance, Risk and Audit Committee appointment	Section 9(2)(a) OIA
12.	Outwards correspondence (confidential)	
12.1.	Letter to Chief Executive Tertiary Education Commission 2 October 2024 re Te Pūkenga Council Member Terms and Remuneration	Section 9(2)(a) OIA
13.	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

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	Interest
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).

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

- Paora Ammunson
- Phil O’Callaghan
- Ziena Jalil
- Garth Gulley
- Clarke Raymond
- Kieran Hewitson

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.