



**Te Pūkenga**

**Confidential**

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

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

**Wednesday 27 April 2022**

**Minutes**

These are the open minutes of a meeting of Te Pūkenga Council held at 10.00 am on Wednesday, 27 April 2022 in the Boardroom at Wintec, Hamilton and via Zoom videoconferencing

**Present**

<b>Council</b>	Murray Strong (Chairperson)	Kim Ngārimu (Deputy Chairperson)
<b>Members</b>	Maryann Geddes	Kathy Grant
	Sam Huggard	Tania Hodges
	Peter Winder	Tagaloatele Peggy Fairbairn-Dunlop
	John Brockies	Heath Sawyer
	Teorongonui Keelan	Jordan Gush
<b>In</b>	Stephen Town - Chief Executive	Vaughan Payne – DCE Operations
<b>Attendance</b>	Angela Beaton - DCE Delivery and Academic	Marina Matthews – Chief Advisor to Chief Executive
	Lynnette Brown - Council Secretariat	Ana Morrison - DCE Partnerships and Equity
	Gillian Hamilton - Executive Assistant	Tania Winslade - DCE Learner Journey and Experience
	Grant Cleland – Creative Solutions (Advisor)	Stephen Henry - Kaiwhakaura, Transformation & Transition

**Karakia**

The meeting was opened with a karakia.

## Open Minutes

3. **Welcome/Apologies/Notices**

There were no apologies

4. **Administration**

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

The Council calendar and schedule of Committees were noted as well as the need to start populating Council diaries with 2023 meetings.

**Action 2: Draft Schedule 2023 Council meetings to be established**

4.2. **Register of Interests**

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

4.3. **Minutes of the meetings held Open meeting held 15 March 2022**

**Resolved:**

The Council:

a. Approved the minutes of Te Pūkenga Council open meeting held on 15 March 2022 as a true and correct record

**Moved:** M Strong

**Seconded:** K Grant

**CARRIED**

4.3.1. **Matters Arising**

There were no matters arising.

4.4. **Action List – Open**

There were no items on the action list.

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

The Council received the Chief Executive’s verbal report which focused on:

- The Programme Business Case which attempts to take a 10-year view 2023-2033. This is currently on track for finalising by the end of June.
- Early mover workstream is going well with Toi Ohomai and Wintec
- Enabling functions workstream is tracking well

- Chairs only online to take place on meeting Friday 6 May 2022

6. **National Strategic Disability Action Plan**

The development of a National Strategic Disability Action Plan is a Tertiary Education Commission (TEC) requirement and a direct response to the Te Rito Outcomes Framework by mitigating and removing the environmental barriers for disabled ākonga, as identified in Te Rito Report – Part Three for Disabled Learners. This item was discussed in the workshop of Council held on 26 April 2022 and noted that dashboard and subsidiary reporting will be included on the June Council agenda.

**Resolved:**

The Council:

- a. Approved the National Strategic Disability Action Plan.

**Moved:** S Huggard

**Seconded:** Teorongonui J Keelan

**CARRIED**

7. **Reports from Committees**

7.1. **Te Poari Akoranga - Minutes from open Poari Akoranga meeting from 13 April 2022**

The Council received the Academic Report from Te Poari Akoranga meeting held online via Teams 13 April 2022 and noted the key area of focus is establishing outstanding governance structures ahead of 2023.

7.2. **Report from Interim Kaimahi Committee – Quarterly Report**

The Council received the quarterly update report from the Kaimahi Advisory Committee (IKAC) Chairs and noted the verbal update from the Committee Chair. Advisory Committee engagement with the Executive Leadership Team was noted as important to ensure they have an opportunity to contribute to strategic matters.

7.3. **Report from Interim Learner Committee – Quarterly Report**

The Council received the quarterly update report (Dec 2021 to March 2022) from the Interim Learner Advisory Committee (ILAC) Chair and noted the verbal update.

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

The Chair moved that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official

Information and Meetings Act 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
9.	<b>Administration</b>		
9.1.	Minutes from public excluded meeting held 15 February 2022 and 5 April 2022	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.1.1.	Matters Arising  Reappointment Co-Chair Learner Committee	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.2.	Action List	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression	That the public conduct of this item would be likely to result in the

		of opinion by or between members of any organisation or employees of any organisation in the course of their duty	disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.3.	Council Work Plan 2022	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.	CE Report (Verbal Update)	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.	Engagement and Partnering		
11.1.	Regional Skills Leadership Group (Shaun Twaddle/Nathan Grennell MBIE)	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of	That the public conduct of this item would be likely to result in the disclosure of information for

		any organisation or employees of any organisation in the course of their duty	which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.	Strategy		
12.1.	Integrated Work Plan	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.2.	Reform of Vocational Education (RoVE) – March 2022 Update	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.3.	Operating Model	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding

			would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.4.	Programme Business Case (Draft)	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.5.	Academic Delivery Trends and Ako Digital Ecosystem	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.5.1	Space Utilisation Strategy	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in

		carry out, without prejudice or disadvantage, commercial activities	Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.	Financial Reports		
13.1.	Te Pūkenga Financial Report February 2022	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.2.	TEC Q1 Report for the period ended March 2022	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.3.	Report from Risk and Audit and Recommendations	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body



			to which LGOIMA applies).
13.3.1	Ring Fenced Funds	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.3.2	Annual Report Update	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
14.	Risk Management		
14.1.	Vaccination Update (Verbal)	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body

			to which LGOIMA applies).
15.	Reports from Committees		
15.1.	Risk and Audit Committee Meeting – Draft Minutes of Meeting held 21 April 2022	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.2.	Capital Asset Management and Infrastructure Committee Meeting – Draft Minutes of Meeting held 13 April 2022	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.3.	Transformation Committee draft minutes of the meeting held 5 April 2022	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

15.3.1	Terms of Reference	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.3.2	Minimum Viable Product	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.	Reports from Advisory Committees		
16.1.	Report from Interim Learner Committee and draft Minutes of the meeting held 12 April 2022	9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

16.2.	Report from Interim Kaimahi Committee and draft Minutes of the meeting held 22 March 2022	9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
17.	Any Other Business	9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons  Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

The Chair also moved those certain employees from Te Pūkenga namely Stephen Town, Vaughan Payne, Marina Matthews, Ana Morrison, Tania Winslade, Stephen Henry, Angela Beaton, Gillian Hamilton, and Lynnette Brown be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

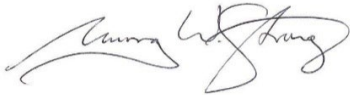
**Moved:** M Strong  
**Seconded:** P Winder  
**CARRIED**

The open session meeting closed at 10.20 am and closed session which started at 9.00 am resumed at 10.20 am.

The meeting closed at 2.05 pm.

**Dated:** 8 June 2022

Signed as a correct record

A handwritten signature in black ink, appearing to read 'Murray W. Strong', written in a cursive style.

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**Murray W. Strong**  
Chairman