



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

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

Wednesday 8 June 2022

Minutes

These are the open minutes of a meeting of Te Pūkenga Council held at 10.00 am on Wednesday, 8 June 2022 in the Boardroom at Ara Institute of Canterbury Limited, Christchurch and via Zoom videoconferencing

Present

Council

IN PERSON

Members

1. Murray Strong (Chairperson)
2. Sam Huggard
3. Peter Winder
4. Teorongonui Josie Keelan
5. Kathy Grant
6. Tania Hodges

ONLINE

1. Kim Ngārimu (Deputy Chairperson)
2. Tagaloatele Peggy Fairbairn-Dunlop
3. Heath Sawyer
4. John Brockies
5. Maryann Geddes

Apologies

Jordan Gush

In

Attendance

Stephen Town - Chief Executive
Angela Beaton - DCE Delivery and Academic
Dave Christiansen – ITP Transition Lead
Phillip Jacques - Interim Director Finance
(Items 13.0 only)
Kristine Brothers – Head of Finance (Items
13.0 only)
Warwick Pitts – Director Learner Success
and Experience (Item 4.2 and 12.7)
Simone Anderson – (Item 4.2)
Patrick Jones – Director – Portfolio and
Performance (Items 12.5 and 12.6 only)
Phil O’Callaghan – Programme Business
Case Lead (Items 12.4 - 12.6 only)
Lynnette Brown - Council Secretariat
Gillian Hamilton - Executive Assistant
Alice Mander - President of the National
Disabled (Item 11.1 only)

Vaughan Payne – DCE Operations
Marina Matthews – Chief Advisor to Chief
Executive
Ana Morrison - DCE Partnerships and Equity
Tania Winslade - DCE Learner Journey and
Experience
Stephen Henry - Kaiwhakaura, Transformation
& Transition
Mark McGeady – Director Learner Insights and
Evaluation (Item 4.2 and 12.7)
Janine Kapa - Kaikōkiri/Director - Te Pae Tawhiti
(Item 4.2 and 12.7)
Clarke Raymond - Director Strategy &
Information (Item only 12.6)
Dame Karen Sewell (Item 10.1)
Andrew Lessells, NZ Union of Students
Association (Item 11.1 only)

Quorum

The Chair noted that a quorum of members was present at the meeting and declared the meeting open.

Karakia

The meeting was opened with a karakia by Sam Huggard.

Open Minutes

1. **Welcome/Apologies/Notices**

Apologies were noted from Jordan Gush.

2. **Administration**

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

Noted

2.2. **Register of Interests**

The register of interests was noted with updates from Tania Hodges to remove Waikato Institute of Technology Limited and Toi Ohomai Institute of Technology Limited and no conflicts with matters on the agenda were declared.

2.3. **Minutes of the open meeting held meeting held 27 April 2022**

Resolved:

The Council:

1. Approved the minutes of Te Pūkenga Council open meeting held on 27 April 2022 as a true and correct record.

Moved: M Strong

Seconded: P Winder

MOTION CARRIED

2.3.1. **Matters Arising**

There were no matters arising.

2.4. **Action List – Open**

Noted

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

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

- The impact of Covid-19 on staff wellbeing, noting that while no changes have been made to the milestones it has been challenging to keep activities on track
- Toi Ohomai/Wintec handover ceremony held on 1 June which was successfully broadcast across the various campuses. The feedback received following the event noted the positive waiora amongst attendees.

4. Strategy

4.1. Te Pae Tawhiti Subsidiary Action Plan Quarter 1 Reporting

The Council:

- Received and discussed Te Tiriti o Waitangi excellence impact report (Quarter 1: January – March 2022); and
- Noted the next impact report will be provided in August 2022; and
- Received the summary report on Insights into Te Tiriti o Waitangi and Māori Equity practice in the National Office of Te Pūkenga.
- Noted Te Pūkenga Work Based Learning report to come.

The Council requested documentary evidence to support the broader statements in the report and that this be made available in the Document Library.

Separate workstreams are underway that will capture the Treaty partnerships and local relationships to ensure continuity following 1 January 2023.

Action 1: Documentary evidence supporting the report to be provided to the Council Secretary to be made available in the document library.

4.2. Te Rito Outcomes – baseline reporting for learner success and equity

The Council received the presentation on the first network-wide learner success and equity reporting against Te Rito recommendations.

All members of the network have submitted action plans, but due to lateness not all have been incorporated into this report.

The network action plans also formed the basis for the development of Disability Action Plans for each subsidiary which will be reported separately to Council.

Future reporting to Council will be aligned quarterly with Te Pae Tawhiti Reporting.

4.3. Options for elections of Learner and Kaimahi Advisory Committees

The Council received and discussed the options for elections of the Learner and Kaimahi Advisory Committees noting that there is no legislative timeline.

Resolved:

The Council:

- a. Received the report, and
- b. Considered the options set out in the report regarding the proposed timing for the permanent Learner and Kaimahi Advisory Committee elections; and
- c. Approved the recommended option (Option 3) for elections taking place for the permanent Learner and Kaimahi Advisory Committees at the beginning of Quarter 3 2023 once Work Based Learning Limited has transitioned to Te Pūkenga, with members taking office from the end of Quarter 3 2023; and
- d. Noted that the Interim Learner and Kaimahi Advisory Committees will continue until elections have taken place and members of the new permanent Committees take office; and
- e. Approved extension of current Interim Learner and Kaimahi Advisory Committee members tenure to align with timing of future elections as approved by the Council (c above) until end of Q3 2023.

Moved: M Strong

Seconded: T Hodges

MOTION CARRIED

4.4. Te Piko - Organisation Strategy

The Council received the report 'Te Piko: Our Strategy Pipiri 2022 / June 2022' (Te Piko); presented as part of the 6-monthly review and provided the following feedback:

- Page 13 2021 Milestones *Engagement on national and regional governance model* was not undertaken
- Consideration as to how the Komiti Māori advice in respect of the Harakeke will be incorporated.

This is the third version of Te Piko: Our Strategy Pipiri 2022 / June 2022 to have been brought to the Council noting the ongoing development of the work plan within each iteration and incorporation of some of the strategic elements from the Programme Business Case. It is intended, upon approval, that this version will be published and made available on the external website.

Resolved:

The Council:

- a. Approved Te Piko, noting the feedback; and
- b. Noted that Te Piko in its current format will be replaced in 2023.

Moved: M Strong

Seconded: P Winder

MOTION CARRIED

5. Reports from Committees

5.1. Te Poari Akoranga – Minutes from open Poari Akoranga meeting from 18 May 2022

The Council received the verbal update on the activities of Te Poari Akoranga and noted that the three sub-committees of the Academic Board have been stood up – Approvals, Quality, and Rangahau, Research and Postgraduate.

In response to the question in respect of underperforming programmes, Management advised that such programmes will be reviewed to understand whether any actions can be taken to lift success rates and, if not, options to close the programmes will be considered.

The Council:

- a. Received the report from Te Poari Akoranga meeting held online via Teams on 18 May 2022; and
- b. Noted the positive progress regarding the development of quality systems and processes at Te Pūkenga ahead of 2023, including:
 - o Te Kawa Maiooro Academic Regulatory Framework, and
 - o Te Arotake Quality Assurance Framework.

5.2. Wellbeing and Safety Committee draft minutes 10 May 2022

The Council noted the draft minutes of the meeting of the Wellbeing and Safety Committee held on 10 May 2022 and received the verbal update from the Chair of the Committee which included:

- Close monitoring of staff wellbeing
- Health, Safety and Wellbeing Lead is undertaking assessments across the subsidiaries
- Early movers – as they are integrated into Te Pūkenga, the Person Conducting a Business or Undertaking (PCBU) obligations are captured under 3.10 of the

Operational Directives with reporting information shared with the Chief Executive and Early Mover Reference Group with the Committee maintaining a watching brief in this area

The Council was encouraged by the steps being taken to improve health and safety and wellbeing for staff and learners noted from their walk around the Ara Campus.

6. Information/Discussion

6.1. Manu Kōkiri – Māori Success and Tertiary Education

The Council received the Manu Kōkiri – Māori Success and Tertiary Education report and noted that further steps need to be taken to continue to deliver on the vision and aspirations.

Resolved:

The Council:

- a. Received the report; and
- b. Noted Taumata Aronui vision and aspirations of Manu Kōkiri; and
- c. Agreed to support Taumata Aronui vision and aspirations for Māori success in tertiary education; and
- d. Agreed to recognise Manu Kōkiri as an important contribution to discussions about the future of vocational education at Te Pūkenga, and that should be shared across Te Pūkenga network; and
- e. Noted the projects within Te Pūkenga Work Plan that have been influenced by the Visions and Aspirations within Manu Kōkiri; and
- f. Noted that the Chair intends to issue a press release to welcome the paper and outline Te Pūkenga activity in support.

Moved: M Strong

Seconded: P Winder

MOTION CARRIED

Action 2: Add Manu Kōkiri – Māori Success and Tertiary Education to the next workshop session agenda

7. Formal Motion for Moving into Committee

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

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
8.	Administration		
8.1.	Minutes from public excluded meeting held 27 April, 9 May, and 12 May 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).
8.1.1.	Matters Arising	<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).
8.2.	Action List	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or	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

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		employees of any organisation in the course of their duty	LGOIMA, as a body to which LGOIMA applies).
8.3.	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).
9.	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).
10.	Strategy		
10.1.	Governance Review	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.	Engagement and Partnering		
11.1.	<p>NZ Union of Students Association – Andrew Lessells</p> <p>Alice Mander, the President of the</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	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

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	National Disabled Students' Association (NDSA)	employees of any organisation in the course of their duty	LGOIMA, as a body to which LGOIMA applies).
12.	Strategy contd		
12.1.	Te Pūkenga 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).
12.3.1.	Early Movers	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).

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12.4.	Programme Business Case	<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.	Unification of Fees	<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).
12.6.	Mahaere Haumi (Investment Plan) 2023 (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).
12.7.	Transitional Statement of Intent 2023 – 2026	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).

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		Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	
12.8.	Te Pūkenga Learner Success and Equity Strategy (Approval)	<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).
12.9.	Te Pae Tawhiti Subsidiary Action Plan Quarterly Reporting	<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)(a) To protect the privacy of natural persons, including that of deceased natural persons</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.	Financial Reports		
13.1.	Te Pūkenga Financial Report 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)(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.	Annual Report 2021	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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for

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		between members of any organisation or employees of any organisation in the course of their duty	withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
14.	Reports from Committees		
14.1.	Transformation Committee Report and draft minutes of the meeting held 10 May and 30 May 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).
14.2.	Risk and Audit Committee Meeting – Draft Minutes of Meeting held 25 May 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).
14.3.	Appointments and Remuneration Committee draft minutes of the e-meeting held 12 May 2022	<p>Section 9(2)(a) To protect the privacy of natural persons , including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.	Reports from Advisory Committees		

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

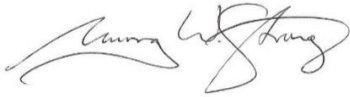
And, the Chair moved that certain employees namely Stephen Town, Vaughan Payne, Marina Matthews, Dave Christiansen, Gillian Hamilton, and Lynnette Brown from Te Pūkenga be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above

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;
And members of the Executive Leadership Team and other invitees will join the meeting during the public excluded session as required to speak to specific items.

The open session meeting closed at 11.00 am and closed session started at 11.05 am and concluded at 2.35pm

Dated: 19 July 2022

Signed as a correct record



Murray W. Strong
Chairman