Te Pūkenga Interim Kaimahi Advisory Committee (IKAC)

Open Minutes

Minutes of a meeting of the Interim Kaimahi Advisory Committee held in person at Toi Ohomai Institute of Technology Rotorua Campus and via audio visual link on 05 May 2022 at 10.20am.

PRESENT
Co- Chair   Heath Sawyer
Co-Chair   Nippy Paea

                       Members
                       Angela Cooper
                       Andrea Armstrong
                       Bill Rogers
                       Craig Ludlow
                       Henry Ma'alo
                       Jessica Costall
                       Jody Takimoana (via Teams)
                       Keri Youngman
                       Linda Aumua
                       Mary-Liz Broadley
                       Melissa Connolly
                       Ramari Raureti
                       Rhys Thurston *(via teams)*
                       Scott Casley
                       Warwick Shillito

Member Apologies: Barry Paterson
                       Ian MacDonald

In Attendance: Jo Massey (Governance Advisory Co-ordinator)
                       Becca Brooke (Governance Lead, Learner Journey & Experience)
                       Chelsey Stewart (Advisor, Learner Journey & Experience)
                       Sonia Hawkins (Strategic Advisor, Partnerships and Equity) (in person)
                       Colin Tuaa (Kaikōkiri, Partnerships and Equity) (via teams)
                       Kaye Cunningham (Senior Programme Manager – Op Model Working Group)
                       Caleb Kiriona (Project Manager – Early Movers)
                       Alex Grace (Comms Lead)

1. **KARAKIA**
   The meeting was opened with a karakia by Bill Rogers. Members were advised that at 11.15am we will move to Tangatarua Marae to be welcomed by the Toi Ohomai staff with a Powhiri.

2. **WELCOME / APOLOGIES / WHANAUNGATANGA**

   IKAC to receive and note any apologies.

   Resolved: **(Angela Cooper/Mary-Liz Broadley)**

   That the apologies from the 5 May 2022 meeting were received and accepted.

3. **CONFIRMATION OF AGENDA**
   Resolved: **(Heath Sawyer/Nippy Paea)**
   That the agenda is confirmed.

4. **CONFIRMATION OF 22 MARCH 2022 OPEN ILAC MEETING MINUTES**
   Resolved: **(Heath Sawyer/Nippy Paea)**
   That IKAC confirm the open minutes of the interim Kaimahi Advisory Committee meeting that took place on 22 March 2022 as a true and correct record.

Actions	Status
1. IKAC members were asked to indicate whether they were in agreement with IKAC preparing a statement supporting Te Tiriti o Waitangi before Equity - Te Tiriti is not an area to be included in the Equity Framework, but a separate area required to allow for informed equity for Māori. Clarification from staff would be good around the framing of te Tiriti and Equity. In the Council workplan it lists them separately.	**Completed** –Staff provided with a brief overview of the Equity Strategy at today's meeting.
2. The Co-Chair to seek permission to share the International Strategy with IKAC members.	**Remove** –on hold
3. The Co-Chair to share the Change Management documentation with members	**Completed** – Information shared on the IKAC team's page.
4. The Governance Co-Ordinator to speak with the Director of People and Culture around the possibility of IKAC having access to the staff survey raw data.	**Completed** – Members were emailed a copy of the presentation that was made available to the network senior leaders. It was informed to members that the raw data by subsidiary is accessed by the subsidiary P & C leader. It was suggested that members speak to their leader about viewing the data.

The committee discussed the following with respect to matters arising from the minutes and action list:

- **Early movers and change management**. It was noted that committee members would like to make use of the upcoming people and culture roadshows to enhance relationships and understanding around the work of the committee within the network.
- **Te Pūkenga contracts** and associated questions around the process to switch over to new contracts. It was noted that further clarification and communication was needed around contract arrangements from People and Culture across the board including for TEU and TIASA.

5. **STANDING ITEMS**

    5.1   **Declaration of Interest**

        No new declarations were noted.

    5.2   **OPEN Council/Committee/Representative Group Updates** –

        Due to timing, no verbal updates were received for this item. It was noted that representatives would email the committee a written update if required.

    Resolved: **Jessica Costall /Craig Ludlow)**

That IKAC *note that representatives would email written updates to the committee if required.*

6. **EQUITY STRATEGY BRIEF OVERVIEW (presentation attached)**

The Director of Equity & the Strategic Advisor in the partnerships and equity team provided a brief overview and presentation on the Equity Strategy.

They responded to questions from the committee concerning:

- Timing for the development of the strategy in the context of the overall Te Pūkenga structure and operating model mahi. It was noted that the committee had concerns around the timing of the strategy and possible missed opportunities to utilise an equity strategy to inform and guide the development of Te Pūkenga organisational and governance structures.
- Future engagement opportunities and how the advisory committees will be involved in this work going forward. It was noted that further engagement would take place with the committee in July 2022.

Staff Action: The Governance Co-Ordinator to post the presentation provided on the Kaimahi team's page.

7. **PERMANENT ADVISORY COMMITTEE FRAMEWORK**

The Learner Governance Lead and the Learner Journey and Experience Advisor introduced the item noting that the report incorporated and built on previous discussions had by the committee on representation arrangements for the permanent kaimahi advisory committee. They noted there were four key questions to work through in order to narrow down and develop options which would then be presented back to the committee for further consideration.

It was also noted that there would be a report concerning the timing of the elections going to Council at its June meeting. The report would recommend that elections for the kaimahi and learner advisory committees be pushed out to quarter 2 or 3 of 2023. Members noted that they were supportive of the recommendation to hold elections when TITO's were on board.

Following the presentation, members noted the following:

- It would be beneficial for IKAC to see an organisation chart of the whole Te Pūkenga governance structure.
- As the regions have yet to be determined, it was difficult to consider factors such as population size of the regions and what the iwi demographic of these regions might be.
- Some members felt that it would be useful to understand and define the roles and responsibilities of committee members ahead of or as part of looking at representation arrangements.
- Some members noted their preference for subsidiary staff feedback in order to get a good view of how staff would like to be represented.
- It was noted that there is a wide spectrum of possible structures that might be considered at the beginning and then revised in one or two years.

Members acknowledged the staff report and presentation as being very informative, however due to time constraints, further discussion and consideration of this item needed to be given.

It was noted that further opportunity would be provided to work through the options in more detail.

8. **PEOPLE, CULTURE AND WELLBEING (PCW) WORK PLAN UPDATE**
The Director People, Culture & Wellbeing (PCW) introduced the item and provided an update on the PCW work plan and the upcoming roadshows that would take place across the network. She noted that IKAC member attendance at the roadshow sessions would be appreciated and asked that members encourage their colleagues to attend the hui.

In relation to the PCW strategy, the following was noted:
- The strategy was derived from Te Piko, which is the overarching organisational strategy, and will consider a number of PCW factors.
- The strategy will be a foundation document and will influence and inform all things related to PCW going forward.
- The draft strategy will be sent out for review and further feedback at the appropriate time.

Members raised the following points:
- Members requested feedback received from the roadshow be made available to the committee at the appropriate time.
- Members asked how they could assist with reaching smaller campuses in regional areas. The Director of PCW noted that staff were working with Tertiary Education Union (TEU) on being able to respond to questions that may be raised by the network kaimahi and were providing packs to inform conversations. It was also noted that if any committee members were interested in participating to please let the Governance Co-Ordinator know and the PCW team would arrange a coaching session and information pack.

- How inquiries from staff around future employment would be managed. The Directed PCW noted that staff should be directed is to discuss any imediate concerns with their team leaders and/or unions in the first instance.

IKAC Action: Members to advise the Governance Co-Ordinator if they are keen to support the PCW team during the roadshows so they can be provided with the key information.

9. **OPERATING MODEL UPDATE**
   The Senior Programme Manager – Op Model Working Group, Project Manager – Early Movers & the Operating Model Comms Lead provided a presentation and update around the Operating Model workstreams.

   The following points/feedback were noted by members:
   - It would be useful to see a flow chart of how strategy and policy as outlined in the council work programme moves through the organisation to the advisory committees then to Council. Thought needed to be given to how the committee could have enough time to discuss particular matters with subsidiary kaimahi to inform advice to Council.
   - Members noted that there was a level of unease and sense of identity loss associated with transitioning and that this needed to be managed appropriately.
   - Members noted that the language used in communicating components of the operating model mahi was very important and that they were willing to advise on this going forward.
   - Existing partnerships and consultation with Iwi and Hapu needed to be appropriately addressed and considered in the context of transitioning individual institutes.
   - Members requested that the committee receive an advance copy of the operating model and consultation document so that they could assist Te Pūkenga with helping network kaimahi understand it when it was released. The operating model team advised that they would note this request for further consideration.
   - Members requested a timeline be made available of the operating model process showing the involvement of kaimahi through the process.

10. **GENERAL BUSINESS**
    There were no items of general business.

Heath Sawyer (Co-Chair) noted that a further meeting would be arranged to discuss the representation arrangements options and provided the committee with a visual diagram of the interaction between governance and the wider organisation.

The Co-Chairs Heath Sawyer and Nippy Paea thanked members and noted it was great to finally have a meeting in person.

The meeting was closed with a Karakia by Bill Rogers at 2:45pm.

Dated: 15 June 2022

Signed as a correct record

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Heath Sawyer   **Nippy Paea**
Co-Chair   **Co-Chair**