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## Te Pūkenga Interim Learner Advisory Committee (ILAC)

### Open Minutes

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Minutes of a meeting of the Interim Learner Advisory Committee held via audio visual link on 16 March 2022 at 4.30pm.

#### PRESENT

Co- Chair Jordan Gush  
Co-Chair Dahrian Watene

Members Hamish Duncan  
Skyla Flower  
Lupe Kautoke  
Henry Geary  
Ezra Tamati  
Nina Lee Griffith

In Attendance Simone Andersen (*Kaikōkiri Director Learner & Whānau Engagement*)  
Jo Massey (*Governance Committee Co-ordinator*)  
Becca Brooke (*Learner Governance Lead*)  
Aayla Peebles (*Learner Partnership Advisor*)  
Katrina Thomas (*Principal Advisor*)  
Annie Waterworth (*Senior Implementation Leader*)  
Aroha Treacher (*Treacherous Media*)

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#### 1. Welcome/Karakia

The meeting was opened with Karakia by Dahrian Watene (Co-Chair). Jordan Gush (Co-Chair) welcomed members to the meeting.

#### 2. Introductions

ILAC members and attendees at the meeting introduced themselves.

#### 3. Apologies

No apologies were noted.

#### 4. Confirmation of Agenda

**Resolved:** (Jordan Gush/Dahrian Watene)  
That the agenda is confirmed.

#### 5. Declarations of Interest

No members of ILAC declared any interests. The Learner Governance Lead provided a summary of the types of scenarios that may constitute a conflict of interest and undertook to circulate some further information and resources on this topic.

**Staff Action:** Learner Governance Lead to circulate some information about conflicts of interest.

## 6. Confirmation of 2 December 2021 OPEN ILAC Meeting Minutes

**Resolved: (Jordan Gush/Hamish Duncan)**

That ILAC approve the open minutes from the 2 December 2021 ILAC meeting as a true and correct record.

## 7. Council/Committee/Representative Group Updates - OPEN

- **Council Meeting (15 March 2022) Verbal update from Jordan Gush**

Jordan Gush, provided an update on the recent Council meeting, noting there had been good progress around the development of the ILAC relationship agreement and work programme which was helping to clarify the purpose of ILAC. He also noted there had been some discussions around updates to the Operating Model. Further information would be coming to ILAC about this with an opportunity for feedback and input in the coming weeks.

- **Komiti Māori Verbal update from Dahrrian Watene**

Dahrrian Wetene noted that the komiti had been discussing how their relationship works with each advisory committee and how they could work with them. Dahrrian noted that the calibre of the komiti was high and that there are several experienced komiti members representing various iwis.

- **Disability Action Plan Steering Group Verbal update from Henry Geary**

Henry Geary noted that the steering group was on version three of the draft Disability Action Plan, and feedback is being sought on metrics to determine how they can measure success within the plan. Subsidiaries were also working through their own disability action plans, and this should come together as a cohesive unit before it is formally released.

- **Te Poari Akoranga**

It was noted that the appointment of Hamish Duncan and Skyla Flowers to Te Poari Akoranga as agreed via email in February 2022 by members was put forward to Te Poari Akoranga who were currently in the process of formalising these appointments.

**Staff Action:** Learner Governance Lead to follow up on progress for Te Poari Akoranga appointments.

**Staff Action:** Learner Governance Lead to send out to member a list of Komiti Māori members and the iwi they represent.

**Resolved: (Nina Lee Griffith/Henry Geary)**

That ILAC:

- a) receive the verbal updates concerning OPEN Council/committees/representative groups; and

- b) note the previously approved appointment of Hamish Duncan and Skyla Flower as ILAC representatives on Te Poari Akoranga.

## **8. Learner Leader Videos**

Aroha Treacher from Treacherous Media provided an overview of the project she is collaborating on with Te Pūkenga Communications Team. Aroha asked members if they would be interested in being filmed about their learner journey experiences. Nina Lee Griffiths stated that she will be glad to participate as she was in the process of moving to an exclusively female building company for her employment. The other members of the committee also expressed interest, with Ezra and Skyla noting that they were not interested.

It was noted that Aroha Treacher would be in further contact with the team on next steps.

**Resolved: (Dahrian Watene/Hamish Duncan)**

That ILAC receive the verbal update concerning Learner Leader Video.

## **9. ILAC Relationship Agreement and Work Programme**

The Learner Governance Lead provided a summary of the process undertaken to develop the draft ILAC relationship agreement and work programme (attachments 1 & 2 of the agenda). She noted that the draft documents had previously been circulated to members for feedback and had been approved by Council but that there was an opportunity for ILAC to discuss any further changes at this meeting.

The Governance Lead provided an overview on the following points:

- Development of an operational issues process to assist with managing and re-directing operational issues that are brought to the attention of ILAC but sit outside of the scope of the committee.
- Staff would be asking ILAC members to start thinking about representation arrangements and framework for the permanent committees at the next ILAC meeting.
- The relationship agreement provides a good foundation around ILAC and the council's roles and responsibilities. Going forward, staff would be working to align the Council's work programme with ILAC so that advice was being sought from ILAC on strategic matters at the right time.
- ILACs work programme and the relationship agreement addresses the need for communication around the purpose of ILAC with the wider network.
- Whether there was interest in holding some shorter workshops as required as we progress through this year, particularly around the operating model and other time sensitive topics. Members noted that they are eager to consider any workshops needed.

Jordan Gush noted that now was the time for ILAC members to express any concerns or thoughts around the relationship agreement and work programme.

**Resolved: (Hamish Duncan/Skyla Flowers)**

That ILAC:

- a) receive the verbal overview and update concerning the ILAC relationship agreement and work programme; and
- b) approve the final ILAC relationship agreement and work programme, and delegate authority to the ILAC Co-Chairs to sign the final documents

## 10. Learner Engagement Framework

Kaikōkiri Director Learner & Whānau Engagement provided an overview and presentation on the learner engagement framework, noting the primary focus of the framework was ensure learner voice was at the centre and embedded in all Te Pūkenga mahi.

She also noted the following:

- a stocktake into the Work Based Learning (WBL) space was currently being undertaken to get a better understanding of how best to partner and engage with WBL learners.
- a Learner Payment Policy is in place which means learners (outside of ILAC) that were involved with various Te Pūkenga workstreams would be compensated for their time and would receive reimbursement for expenses they may incur.

**Staff Action:** Learner Governance Lead to send the learner engagement framework presentation to members with questions to prompt some thinking around learner partnership and engagement.

**Resolved:** (Hamish Duncan/Nina Lee Griffiths)

That ILAC receive the overview and presentation on the Learner Engagement Framework.

## 11. General Business (Open)

The Learner Governance Lead asked members whether they were happy with the current format of meetings, specifically dates, times, communication methods. Members expressed the following in relation to this:

- there was a preference for evening meetings and agreed that meeting times would be moved to 4.30pm.
- Members expressed that they would like to have an in person meeting soon. Staff undertook to look into options and timing for when this could occur, noting there were still restrictions in place due to covid.
- Members noted that their preferred means of communication/notification of information was via email.

**Staff Action:** To change the time of meetings to 4.30pm and to look at options for an in person meeting.

## 12. Resolution to Exclude the Public

**Resolved:** (Jordan Gush/Hamish Duncan)

That the meeting moves into public excluded session 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 meeting moved into the public excluded session at 5.30pm.**

**The meeting was closed with a Karakia by Dahrian Watene at 6.10pm.**

**Dated: DATE**

Signed as a correct record

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**Jordan Gush**  
**Co-Chair**

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**Dahrian Watene**  
**Co-Chair**