

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

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

**Tuesday 1 December 2020 at 9.00am**

### **Minutes**

These are the minutes of a meeting of the Te Pūkenga Council held on Tuesday 1 December 2020 at Manukau Institute of Technology in Auckland.

### **Present**

**Members present:** Kim Ngārimu (Deputy Chair), Kathy Grant, Maryann Geddes, Peter Winder (9.05am – 2.35pm), Sam Huggard, Tania Hodges and John Brockies.

Kim Ngārimu Chaired the meeting.

**In attendance:** Stephen Town (Chief Executive), Vaughan Payne (DCE Operations), Merran Davis (DCE Transformation and Transition) Angela Beaton (DCE Delivery and Academic), Warwick Quinn (DCE Employer Journey and Experience), Tania Winslade (DCE Learner Journey and Experience), Ana Morrison (DCE Partnerships and Equity), Alex Cabrera (Interim DCE), Gillian Hamilton (Executive Assistant/Council Secretariat), Heather Geddes (PMO Lead), Michelle Teirney (Interim CFO), Phillip Jacques (Interim Director Finance), Denise Mackay (Communications Manager), Keri-Anne Tane (Director People and Culture), Angela Harford (Partner, Bell Gully 9am – 11.50am).

### **Quorum**

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

### **Karakia (Agenda Item 1)**

The meeting Chair opened the meeting with the Te Pūkenga karakia.

### **Welcome/Apologies/Notices (Agenda Item 2)**

The meeting Chair welcomed Keri-Anne Tane (Director People and Culture) and Phillip Jacques (Interim Director Finance) to their first Council meeting.

The meeting Chair welcomed other attendees of the meeting, including the members of the public in attendance.

Murray Strong was an apology for the Council meeting.

### **Minutes of the meeting held on 3 November 2020 (Agenda item 3)**

The Members noted the minutes from the open section of the 3 November 2020 Council meeting.

#### **Resolution**

*Moved by Peter Winder, seconded by Sam Huggard*

The Council resolved that the minutes from the open section of the 3 November 2020 Council meeting are approved as a true and accurate record.

### **Register of Interests (Agenda Item 4)**

- Members confirmed that all interests were recorded in the Council interests register in the Council meeting papers; and
- The meeting Chair noted an additional interest of Chair of the Gisborne DHB Laundry Services to be added to the register.

### **Poari Akoranga Report (Agenda Item 5)**

The Members discussed the Poari Akoranga report and minutes from the meeting held on Wednesday 11 November 2020.

In particular, Members:

- Noted the update from the meeting;
- Noted the meeting with NZQA to discuss key items including ensuring New Zealand qualifications reflect Mātauranga Māori;
- Noted the five workstreams for 2021 of quality, delivery, product development, research and international; and
- Noted the ongoing discussion on priority areas and encouraged health and social services to be included as a priority.

### **CE Verbal Update (Agenda Item 6)**

The Members received a verbal update from the Chief Executive.

In particular, the Chief Executive:

- Noted the core group of staff are now onboard and are now at the stage of alignment; and
- Thanked staff for the work throughout the year and thanked the Council for their support in the last six months.

## **Travel and Expenses Policy (Agenda Item 7)**

The Members considered a request to approve the travel and expenses policy.

### **Resolution**

*Moved by Peter Winder, seconded by Tania Hodges*

The Council resolved that the Travel and Expenses Policy is approved with the removal of 'including any controlled entities' from the scope.

## **Credit Card Policy (Agenda Item 8)**

The Members considered a request to approve the credit card policy.

### **Resolution**

*Moved by Sam Huggard, seconded by Tania Hodges*

The Council resolved that the Credit Card Policy is approved.

## **Bank Signatory Updates (Agenda Item 9)**

The Members considered a request to approve changes to Bank Authorised Persons for all Te Pūkenga bank accounts.

### **Resolution**

*Moved by Peter Winder, seconded by Maryann Geddes*

The Council resolved:

- to approve the following changes to Bank Authorised Persons for all Te Pūkenga bank accounts:
  - The addition of the Interim Director Finance Phillip Jacques
  - The removal of the Interim CFO Michelle Teirney; and
- that the Council Chair and Chair of the Risk and Audit Committee authorise the relevant forms to effect this change.

## **Audit Plan and Audit Proposal Letter (Agenda Item 10)**

The Members considered the Audit plan and Audit Proposal Letter received from Audit NZ on 24 November.

In particular, Members:

- Noted the Risk and Audit Committee considered the original documents at their meeting on 10 November. The only amendment since the original version is the addition of dates from Audit NZ;

- Noted the importance of subsidiaries delivering financial results on due dates; and
- Requested contact is made with the Auditor General in relation to a fee for Te Pūkenga and subsidiaries.

### **Resolution**

*Moved by Peter Winder, seconded by Sam Huggard*

The Council resolved to:

- approve the Audit Plan for the year ending 31 December 2020;
- approve the Audit Proposal Letter relating to the audit for the three financial years ending 31 December 2020, 2021 and 2022; and
- authorise the Chairman of the Council to sign the Audit Proposal Letter on page 6 of the Audit Proposal Letter.

### **Partnerships & Equity Update (Agenda Item 11)**

The Members considered and noted an update from the DCE Partnerships and Equity.

In particular, Members:

- Noted a Chair has been confirmed for the Interim Māori Komiti Establishment Board;
- Noted some iwi may not want an arrangement with subsidiaries and each situation should be viewed individually; and
- Noted the importance of the relationship in practice, not just in the agreement.

### **Resolution**

*Moved by Peter Winder, seconded by John Brockies*

The Council resolved to approve the recommendation to encourage all subsidiaries to report on progress towards establishing treaty partnerships by 30 April 2021.

### **Resolution to Exclude Public in accordance with the Public Excluded Agenda (Agenda Item 12)**

#### **Resolution**

*Moved by Kim Ngārimu, seconded by Peter Winder*

The Council resolved that the public be excluded from the remainder of the meeting 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
14.	Minutes from public excluded meeting from 3 November 2020	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	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.	Council Committee Updates	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	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.	Chief Executive KPIs	Section 9(2)(a) of the Official Information Act – To protect the privacy of 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.	Te Pūkenga Consolidated Budget 2021	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	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).
18.	Draft Statement of Intent/Statement of Performance Expectations	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	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).

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
19.	Te Pūkenga Investment Plan 2021	<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> <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).
20.	Brand Guide and Co-branding pilot	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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).
21.	Request from Tē Pūkenga Subsidiaries for Te Pūkenga Approval to Reserved Matter	<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> <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).
22.	Items to be moved to Open Agenda for next Council meeting	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	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 Council resolved that Te Pūkenga employees Stephen Town, Merran Davis, Vaughan Payne, Ana Morrison, Tania Winslade, Warwick Quinn, Angela Beaton, Alex Cabrera, Heather Geddes, Michelle Teirney, Phillip Jacques, Keri-Anne Tane, Denise Mackay, Gillian Hamilton, along with Angela Harford of Bell Gully 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. The Te Pūkenga Council also resolved that Rowena Schwabe be permitted to join for item 20 because of their specific knowledge in relation to this item.

### **Whakatuwhera and close of open part of meeting (Agenda Item 13)**

The open part of the Te Pūkenga Council meeting was closed at 9.45am.

The public excluded session commenced at 10.10am.

### **Public Excluded Agenda**

The minutes relating to the Public Excluded Agenda are set out in Schedule 1 to these minutes.

### **Karakia Whakatuwhera**

There being no further business the Chair declared the Te Pūkenga Council meeting closed at 11.50am.

**Dated: 2 February 2021**

Signed as a correct record



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**Murray W. Strong**  
**Chairman**