

The New Zealand Institute of Skills and Technology (NZIST)

Minutes of a meeting of the Council of NZIST (the Council)

Tuesday 4 August 2020 at 8.30am

Minutes

These are the minutes of a meeting of the NZIST Council held on 4 August 2020 at New Zealand Maritime School in Auckland.

Present

Members' present: Murray Strong (Chair), Kim Ngārimu, Kathy Grant, Maryann Geddes, Peter Winder, Sam Huggard, Tania Hodges and John Brockies.

Murray Strong Chaired the meeting.

In attendance: Stephen Town (Chief Executive), Chris Collins (9am – 9.25am, 11.30am – 1.40pm), Alex Cabrera (DCE Transformation and Design), Gillian Hamilton (Executive Assistant/Council Secretariat), Heather Geddes (PMO Lead), Michelle Teirney (Interim COO/CFO), William Workman, Denise Mackay (Communications Manager), Angela Harford (Partner, Bell Gully), Michael Gilchrist (TEU; 11am – 11.20am), Peter Joseph and Shelley Weir (both TIASA; 11am – 11.20am).

Quorum

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

Karakia (Agenda Item 1)

The Council opened the meeting with the NZIST karakia.

Welcome/Apologies/Notices (Agenda Item 2)

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

No apologies were received.

Minutes of the meeting held on 7 July 2020 (Agenda item 3)

The Members noted the minutes from the open section of the 7 July 2020 Council meeting.

Resolution

Moved by Murray Strong, seconded by Peter Winder

The Council resolved that the minutes from the open section of the 7 July 2020 Council meeting are approved as a true and accurate record with the minor amendment under agenda item 10 noting '*the public excluded session commenced at 10.10am*'.

Register of interest (Agenda Item 4)

Members confirmed that all interests were recorded in the Council interests register in the Council meeting papers.

Member Tania Hodges noted an addition to the register as an Independent member of the Waikato Tainui Koiora Strategy Panel.

Mobilising the New World – Next Steps (Agenda Item 5)

The Members discussed next steps for the Mobilising the New World Report as set out in the Council papers.

In particular, Members:

- Noted the feedback received on the Mobilising the New World Interim Reports;
- Endorsed that NZIST upload the Summary Feedback Report on the NZIST website, along with the Mobilising the New World Interim Reports, to maintain open and transparent sharing of information to stakeholders; and
- Noted further recommendations will be submitted to the September 2020 Council meeting.

Academic Board Report (Agenda Item 6)

The Members discussed the Academic Report and Minutes from the Academic Board meeting held on Wednesday 8 July.

In particular, Members:

- Noted work is continuing on the Academic Board Terms of Reference;
- Noted that it may be appropriate for some topics from the Academic Report to be included in a NZIST business plan or risk management plan;
- Noted type 2 changes to qualifications are considered major, with type 1 changes being minor;
- Requested a framework is established to align the different versions of programmes across the network, with a focus on equity and what the needs of learners and employers are. Members noted an RFP could be another option to consider; and
- Discussed whether a pilot programme could be introduced across all subsidiaries.

CE Verbal Update (Agenda Item 7)

The Members received a verbal update from the Chief Executive.

In particular, Members:

- Noted interviews for tier 2 positions are near completion; and
- Noted the Minister's Letter of Expectations and Funding letter have been received.

Incoming Correspondence (Agenda Item 8)

8.1 - Letter of Expectations from the Minister of Education received 22 July 2020

The Members discussed the Letter of Expectations (LoE) sent from the Minister of Education.

In particular, Members:

- Noted the need to engage closely with education agencies and other relevant third parties, and requested the LoE is examined to identify what NZIST needs from other parties in order to meet the requirements of the LoE;
- Noted the LoE and funding letter would form part of the 'Transition Pathway', noting a draft would be sent to the October 2020 Council Meeting; and
- Requested the NZIST Letter of Expectations sent to NZIST subsidiaries is reviewed to ensure it is still fit for purpose following receipt of the Minister's LoE.

8.2 - Further Funding for the New Zealand Institute of Skills and Technology dated 23 July 2020

Members noted the funding letter from the Minister of Education.

In particular, Members:

- Noted the need for clear direction to Subsidiaries in terms of staffing and financial viability.

Resolution to Exclude Public in accordance with the Public Excluded Agenda (Agenda Item 9)

Resolution

Moved by Murray Strong, seconded by John Brockies

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
11.	Minutes from public excluded part of meeting on 7 July 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).
12.	CE Verbal Update	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities 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).
13.	NZIST Name	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).
14.	NZIST Parent Financial Results 30 June 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.	2020/21 Forecasting Scenarios	Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for

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
		<p>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>	<p>withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
16.	2021 Investment Plan Progress Paper	<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>	<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).</p>
17.	Risk and Audit Update	<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>	<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).</p>
18.	Audit Engagement Letter	<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>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).</p>
19.	NZIST Letter of Representation for the Period Ended 30 June	<p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for</p>

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
	2020	unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
20.	Capital Asset Management Strategy Discussion Paper	<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).
21.	Request from NZIST Subsidiaries for NZIST 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.	Draft Council Workplan	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).
23.	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

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
			LGOIMA applies).

The NZIST Council resolved that NZIST employees Stephen Town, Alex Cabrera, Heather Geddes, Michelle Teirney, Denise Mackay, William Workman, 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. Chris Collins was inadvertently missed from the attendees named at the passing of the resolution but it was intended that he attend, and he did attend, the public excluded part of the meeting.

The Chair noted there was an extra minor item relating to the general business of NZIST that was not on the agenda – being that the TEU and TIASA union representatives would join the Council meeting for a general discussion at 11am. The Chair also noted that no resolution, decision or recommendation would be made by the Council in respect of this item.

Whakatuwhera and close of open part of meeting (Agenda Item 10)

The open part of the NZIST Council meeting was closed at 9.10am. The public excluded session commenced at 9.10am, with a short break between 12.15pm and 1.10pm, and concluded at 2.35pm.

Public Excluded Agenda

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

Karakia Whakatuwhera

The Chair thanked everyone for their contributions.

There being no further business the Chair declared the NZIST Council meeting closed at 2.35pm following a Karakia Whakatuwhera by the Council.

Dated: 7 September 2020

Signed as a correct record



Murray W. Strong
Chairman