

# The New Zealand Institute of Skills and Technology (NZIST)

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

9 April 2020 at 9.00am

### Minutes

These are the minutes of a meeting of the Council of NZIST held on 9 April 2020 by Zoom.

### Present

**Members present:** Murray Strong, Kim Ngārimu, Maryann Geddes, Tania Hodges, Peter Winder, Kathy Grant, Sam Huggard

Murray Strong Chaired the meeting.

**Other attendees present:** Chris Collins (Interim Chief Executive), Alex Cabrera (DCE Transformation and Design), Heather Geddes (PMO Lead), Gillian Hamilton (Executive Assistant/Council Secretariat), Vikki Roadley (GM South), Angela Harford (Partner - Bell Gully)

### Quorum

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

### Karakia (Agenda Item 1)

The Chairman asked Kim Ngārimu to open the meeting with a karakia.

### Apologies (Agenda Item 2)

No apologies were received.

### Conflicts of interest (Agenda Item 3)

Members confirmed that all conflicts of interest were recorded in papers and there were no further interests to declare.

### 2020 Proposed Meeting Dates – Verbal Item (Agenda Item 4)

The members discussed the proposed schedule for Council meetings.

In particular, members:

- noted the proposed dates for Council meetings are the first Tuesday of every month to avoid a clash with subsidiary board dates; and
- noted once the dates are confirmed they will be published on the NZIST website.

### **Council Sub-Committees – Verbal Item (Agenda Item 5)**

The members considered and discussed potential sub-committees of the Council.

In particular, members:

- noted the intention to establish the following sub-committees:
  - Risk and Audit;
  - Appointment and Remuneration;
  - Capital Asset and Infrastructure;
  - Health and Safety;
- discussed whether there should be dedicated oversight on working with stakeholders and change management;
- discussed whether culture change should be added into the health and safety sub-committee; and
- noted the Chair would bring a paper to the May Council meeting for the approval of the sub-committees referred to above.

### **Interim Chief Executive Update (Agenda Item 6)**

The members noted an update from the Interim Chief Executive who started in the role on 1 April 2020.

In particular, members:

- noted the subsidiary CEs met for the first time since 1 April, with the CEs electing to meet weekly;
- noted discussions have taken place with the interim CE and relevant agencies, including the Ministry of Education, Tertiary Education Commission and the New Zealand Qualifications Authority;
- noted an Interim Chief Financial Officer has been engaged; and
- noted the work across the network on programme and resource sharing and how NZIST can assist with facilitating that.

### **Decision Items (Agenda Item 7)**

#### ***Policies for Approval***

The members considered the Social Media and Communications and Media policies.

In particular, members:

- requested minor amendments to both policies;
- noted that thought should be given in relation to how much direction is provided to subsidiaries in relation to these policies; and
- noted the policies will be brought to the May meeting for final approval.

### **Items for Noting (Agenda Item 8)**

The members formally received and noted a letter received on 8 April 2020 from the TEU National President.

### **Items not on the Agenda**

Members noted the status of the student and staff committees, and discussed inviting other stakeholders to Council meetings until staff and student representatives are confirmed.

There were no other items arising other than those included on the agenda.

### **Resolution to Exclude Public in Accordance with the Public Excluded Agenda (Agenda Item 9)**

*Moved by Murray Strong, seconded by Kim Ngārimu*

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:

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing resolution in relation to each matter</b>	<b>Grounds under section 48(1) for the passing of the resolution</b>
11	Subsidiary Board Meeting Update	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	The Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
12	Draft Minister's Letter	Section 9(2)(j) of the Official Information Act – enable the	The Council is specified, in Schedule 2 of LGOIMA, as a

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
	of Expectations	organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	body to which LGOIMA applies
13	Academic Board	<p>Section 9(2)(a) of the Official Information Act – protect the privacy of natural persons</p> <p>Section 9(2)(ba) of the Official Information Act – protect information subject to an obligation of confidence</p>	The Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
14	COVID-19 Discussion – impacts on network	<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>Section 9(2)(j) of the Official Information Act – enable the organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	The Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
15	Capital thresholds	Section 9(2)(ba) of the Official Information Act – protect information subject to an	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
		<p>obligation of confidence</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>	
16	Transitional ITOs	<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>Section 9(2)(j) of the Official Information Act – enable the organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	The Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies

The Council resolved that NZIST employees Chris Collins, Alex Cabrera, Heather Geddes, Vikki Roadley, Gillian Hamilton, and Angela Harford from 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, which will be of assistance in relation to the matters above to be discussed. The Council resolved that Rachel Simpson from Business NZ be permitted to join the meeting for item 14 on COVID-19 only because of her specific knowledge in relation to that item, which will be of assistance in relation to discussions regarding that matter.

## **Whakamutunga and Close of open part of meeting (Agenda Item 10)**

The open part of the meeting was closed at 9.40am and the meeting was adjourned until 10am. The meeting returned for the public excluded session at 10am and concluded at 12.30pm.

### **Public Excluded Agenda**


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

### **Closure**

There being no further business the Chairman declared the meeting closed at 12.30pm following a karakia by Kim Ngārimu.

**Dated: 5 May 2020**

Signed as a correct record



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**Murray W. Strong**  
Chairman