

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

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

Tuesday 5 October 2021 at 9.00 am

### Minutes

These are the minutes of a meeting of Te Pūkenga Council held on Tuesday 5 October 2021 via Zoom.

<b>Council Members</b>	Murray Strong (Chairperson) Maryann Geddes Sam Huggard Peter Winder John Brockies	Kim Ngārimu (Deputy Chairperson) Kathy Grant Tania Hodges Tagaloatele Peggy Fairbairn-Dunlop
<b>In Attendance</b>	Stephen Town - Chief Executive Warwick Quinn - DCE Employer Journey and Experience Angela Beaton - DCE Delivery and Academic Phillip Jacques - Interim Director Finance (Items 9 – 12.1) Lynnette Brown - Council Secretariat Amomai Pihama, Kaitohutohu Māori - Strategic Māori Communications Lead (Item 10.1 only)	Vaughan Payne – DCE Operations Ana Morrison - DCE Partnerships and Equity Tania Winslade - DCE Learner Journey and Experience (Items 14 and 14.1) Culture Operations Paki Rawiri - Strategic Lead – Te Tiriti Futures Sinead Hart – Director – Legal and Risk (Items 11.1 – 12.1) Marina Matthews – Chief Advisor to Chief Executive Gillian Hamilton - Executive Assistant Natalie Palmer, Communications and Marketing Manager (Item 10.2 only) Graham Bethune, Director Communications and Marketing (Item 10.2 only)

### Quorum

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

### Karakia

The meeting was opened with a karakia by Mary-Ann Geddes.

## Open Minutes

### 1. Welcome/Apologies/Notices

The Chair welcomed everyone to the meeting and noted the brief absence of Tagaloatele Peggy Fairbairn-Dunlop during this session.

#### 1.1. Council Calendar and Schedule of Committees

Noted.

### 2. Register of Interests

No conflicts with matters on the agenda were declared and there were no changes to the interest register.

### 3. Minutes of the Open meeting held 7 September 2021

#### Resolved:

The Council approved the minutes of the open meeting of Te Pūkenga Council held on 7 September 2021 as a true and correct record of the meeting.

**Moved:** T Hodges

**Seconded:** K Grant

**CARRIED**

#### 3.1. Matters Arising

There were no matters arising.

#### 3.2. Action List – Open

The Council noted the action list.

### 4. CE Verbal Update

The Council received the Chief Executive's verbal update which focused on:

- BCITO transfer into Te Pūkenga has been completed however the powhiri has been delayed due to Covid-19 – another date and time is to be established
- Workforce Development Councils (WDCs) were stood up on 4 October
- MITO transfer agreement progressing – on track for completion 1 January 2022
- The considerable effort in finalising the Operating Model for engagement with the sector – timetable delayed a couple of weeks in response to Covid changing alert levels. The engagement programme has moved to online due to Covid levels with dates confirmed for 18 October to 8 November.
- The challenges occurring at Unitec New Zealand Limited (Unitec) and Manukau Institute of Technology Limited (MIT) in respect of learners being able to complete programmes by Christmas, as well as acknowledged the challenging time that all the ITPs are experiencing.
- Western Institute of Technology at Taranaki Limited (WITT) has received joint ministerial approval to convert a historical crown loan to equity.

## 5. Reports from Committees

### 5.1. Minutes from open Poari Akoranga meeting from 8 September 2021

Council received the report and Management provided a verbal update to the activities.

- NZQA exemption approved in relation to compliance with Rule 17 which is the requirement to retain all student assessment materials. Considering the scale of the organisation, this exemption which includes Te Pūkenga Work-Based Learning Limited allows time to consider a way forward.
- Power BI – a digital tool providing qualification and programme intelligence which is key to transitioning towards unifying programmes. It is anticipated that a report will be provided to the November Council meeting.
- The subcommittee, Rangahau Māori Research and Postgraduate, is looking to streamlining ethics for conducting research and teaching across the country with a kaupapa Māori approach. It is anticipated that a report will be provided to the November Council meeting.

Council commented, in relation to rule 17, that amongst other matters, consideration be given to post-assessment moderation in the work-based learning area, as well as what employers and learners might need for Recognition of Prior Learning.

#### **Resolved:**

The Council received the academic report from Te Poari Akoranga meeting held online via Teams 8 September 2021

**Moved:** T Hodges

**Seconded:** K Grant

**CARRIED**

### 5.2. Health, Safety and Wellness Draft Minutes of meeting held 21 September 2021

#### **Resolved:**

The Council:

- a. Noted the draft minutes of Te Pūkenga Health, Safety and Wellbeing Committee meeting held on 21 September 2021; and
- b. Noted that the Committee approved
  - The Wellbeing and Safety Policy, and
  - The Health, Safety and Wellbeing Committee Terms of Reference

with changes pending based on feedback and these will be provided at the next meeting of Council.

**Moved:** T Hodges

**Seconded:** K Grant

**CARRIED**

**Formal Motion for Moving into Committee**

6. It will be moved by the Chair that the public be excluded 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 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

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
7.	Minutes from public excluded meeting from 8 September 2021	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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>	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).
7.1.	Matters Arising	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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>	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).
7.2.	Action List	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any	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

		organisation in the course of their duty	specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.	CE Report (Verbal Update)	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	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).
9.	Te Pūkenga Parent & Group Financial Results 31 August 2021	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)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	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).
9.1.	Letter Ministry of Education - Consent	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).
10.	Strategy		
10.1.	Amendment to Te Pūkenga Vision and Values	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	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).
10.2.	Purongo Kaunihera a Te Pūkenga – Brand Transition Strategy	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

		Section 9(2)(g) (i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
<b>11.</b>	Subsidiaries		
11.1.	TANZ e-Campus Update	<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)(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)(g) (i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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).
11.2.	Open Polytechnic Investment	<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)(g) (i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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).
<b>12.</b>	Subsidiary Board Appointments		

12.1.	Te Pūkenga Work Based Learning Limited – Appointment (TwoA) and MITO Transfer Agreement	<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)(g) (i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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).
<b>13.</b>	<b>Reports from Committees</b>		
13.1.	Minutes from public excluded Poari Akoranga meeting from 8 September 2021	<p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g) (i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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).
13.2.	CAMIC Minutes and Recommendations	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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>	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).
13.3.	Appointments and Remuneration Committee	<p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank</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

		expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	LGOIMA, as a body to which LGOIMA applies).
13.3.	Minutes from the meeting held 1 October 2021  Approval: Appointments and Remuneration Committee Terms of Reference  Approval: Subsidiary Board Appointment  Approval: Advisory Committees – Appointments, Remuneration and Terms of Reference	9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons  Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	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).
13.3.	Minutes from the meeting held 30 July 2021	9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons  Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	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.	Reform of Vocational Education (RoVE) – October 2021 Update	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	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).
14.1.	Operating Model Update	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	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.	Inwards Correspondence		



15.1.	Letter from Public Services Commission 29 June 2021	<p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</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).
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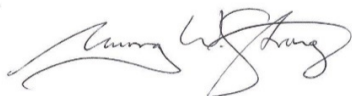
The Chair moved that certain employees from Te Pūkenga, namely Stephen Town, Vaughan Payne, Marina Matthews, Gillian Hamilton, and Lynnette Brown; be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, 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.

And Warwick Quinn, Angela Beaton, Phillip Jacques, Ana Morrison, Keri-Ann Tane, Tania Winslade, Paki Rawiri, Graham Bethune, Natalie Palmer, Amomai Pihama, and Sinead Hart will join the meeting during the public excluded session as required to speak to specific items.

The open session closed at 9.25 am, and public excluded session opened at 9.40 am

**Dated:** 2 November 2021

Signed as a correct record




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**Murray W. Strong**  
Chairman