



# 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 June 2021 at 9.00am

### Minutes

These are the Open minutes of a meeting of Te Pūkenga Council held on Tuesday 1 June 2021 at the Universal College of Learning (UCOL) in Palmerston North.

### Present

#### Council Members

Murray Strong (Chairperson)  
Maryann Geddes  
Peter Winder  
Sam Huggard

Kim Ngārimu (Deputy Chairperson)  
Kathy Grant  
Tania Hodges  
Tagaloatele Peggy Fairbairn-Dunlop

#### Apologies

John Brockies – online attendance for Item 16 - 19 only

#### In Attendance

Stephen Town - Chief Executive  
Warwick Quinn - DCE Employer Journey and Experience  
Angela Beaton - DCE Delivery and Academic  
Heather Geddes - Director Transformation and Transition  
Phillip Jacques - Interim Director Finance  
Paki Rawiri – Transformation Lead - Maaori (online)  
Sinead Hart - Senior Legal Counsel

Vaughan Payne – DCE Operations  
Ana Morrison - DCE Partnerships and Equity  
Tania Winslade - DCE Learner Journey and Experience  
Graham Bethune - Director, Communications and Marketing  
Fiona Kingsford – TITO Transition Workstream Lead (left meeting after Item 16)  
Gillian Hamilton - Executive Assistant  
Lynnette Brown - Council Secretariat

#### In Attendance from Ernst Young (Item 20 only)

Bridget Jolly  
Nichola Bennett  
Phoebe Monk – EY Tahi

### Quorum

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

## Open Agenda

### 1. Karakia

Sam Huggard opened the meeting with a karakia

### 2. Welcome/Apologies/Notices

The Chair noted apologies from John Brockies.

The Chair thanked the UCOL staff members for the warm welcome to their venue.

### 3. Register of Interests

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

### 4. Minutes of the Open Session of the meeting held 4 May 2021

The Council received and noted the minutes.

#### **Resolved:**

The Council approved the minutes of Te Pūkenga Council open meeting held on 4 May 2021 as a true and correct record.

**Moved:** M Strong

**Seconded:** P Winder

**CARRIED**

### 5. Chief Executive's Verbal Update

The Chief Executive provided a verbal update to the meeting, in particular:

- Subsidiary visits have been arranged and will be undertaken during June and early July. This is called 'Kōtui kōrero – A conversation with Te Pūkenga'
- A 'plan on a page' which distils the range of activities being undertaken by Te Pūkenga is in development in response to Council's request, and it is hoped that this will be formalised for Council's consideration at the July meeting
- A variety of meetings with TIOs and their executive teams and staff (where requested) have been arranged and these will occur towards the end of June and beginning of July
- Conversations with iwi, where they have indicated that they are ready to meet with the Chief Executive and the executive team, will be scheduled over July and August.

#### **Resolved:**

The Council received the Chief Executive's verbal update

**Moved:** M Strong

**Seconded:** P Winder

**CARRIED**

6. **Learner Wellbeing & Safety Code**

The Council received and reviewed the proposed submission by Te Pūkenga to NZQA on the new Education (Pastoral Care of Tertiary and International Students) Code of Practice 2021.

**Resolved:**

The Council approved the Submission.

**Moved:** M Strong

**Seconded:** S Huggard

**CARRIED**

7. **Te Poari Akoranga report**

The Council noted the report. Management commented that the two key areas of focus for Te Poari Akoranga at the May meeting was the endorsement of Academic Regulations for consultation and the NZQA consultation proposals in relation to Simplifying New Zealand Qualifications and Other Credentials on which submissions will be prepared.

**Resolved:**

The Council received the academic report from Te Poari Akoranga meeting held at BCITO in Wellington on 12 May 2021 and noted the open minutes.

**Moved:** M Strong

**Seconded:** S Huggard

**CARRIED**

8. **General Business**

**Cyber Security**

The Council discussed cybersecurity having an awareness of recent events affecting Waikato District Health Board.

It was noted that this sits within the risk framework of Te Pūkenga and will be an area of emphasis as the transformation and transition activities are progressed.

The Council expectation is that each Subsidiary Board will engage with their Chief Executive to identify and mitigate areas of weakness in cybersecurity as an ongoing activity addressing the risks.

**Operating Model Co-design wananga**

The Council received a verbal update from the event. It was noted that there was a strong sense of engagement from those who participated. Management advised that there are a number of videos available which will enable the activities to be distributed to a wider audience. The Chair shared the kete which contained the summary document of the service delivery concepts and the work that has been done by the participants which included handwritten observations and expectations. Members were encouraged to review these, noting that the artefact will be appropriately displayed at Te Pūkenga head office in Kirikiriroa.

9. Resolution to Exclude Public in accordance with the Public Excluded agenda

It was 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 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
10.	Minutes from public excluded meeting from 4 May 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).
11.	Minutes from public excluded Poari Akoranga meeting from 12 May 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).
12.	Appointment of interim Co-Chair, Te Poari Akoranga	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.	Subsidiary Letter of Expectations	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs	That the public conduct of this item would be likely to result in the disclosure of information 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
		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	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.	Subsidiary Board Appointments	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.	Te Pūkenga Parent & Group Financial Results 30 April 2021	<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).
16.	Draft Academic Regulations	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).
17.	Transitional ITOs In depth discussion	<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</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

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		<p>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>	LGOIMA, as a body to which LGOIMA applies).
18.	Transitional ITO Transfer Agreements	<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>	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).
19.	Operating model	<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).

The Chair moved that certain employees from Te Pūkenga, namely Stephen Town, Warwick Quinn, Angela Beaton, Vaughan Payne, Ana Morrison, Tania Winslade, Heather Geddes, Phillip Jacques, Paki Rawiri, Sinead Hart, Graham Bethune, Fiona Kingsford, Gillian Hamilton, and Lynnette Brown; as well as members of EY Bridget Jolly, Nichola Bennett, Phoebe Monk – EY Tahi, 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.

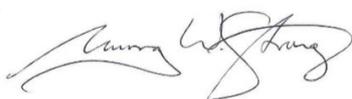
**Moved:** M Strong  
**Seconded:** K Ngārimu  
**CARRIED**

Open meeting closed at 9.45 am  
Public excluded meeting closed at 12.35pm

The Council members, CE and Executive thanked the UCOL Board for hosting them over lunch.

**Dated:** 6 July 2021

Signed as a correct record

A handwritten signature in black ink, appearing to read 'Murray W. Strong', written in a cursive style.

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**Murray W. Strong**  
Chairman