

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

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

Tuesday 3 August 2021 at 9.00 am

Minutes

These are the open minutes of a meeting of Te Pūkenga Council held on Tuesday 3 August 2021 at Wintec House, Hamilton.

Council Members	Murray Strong (Chairperson) Maryann Geddes Sam Huggard Peter Winder John Brockies	Kim Ngārimu (Deputy Chairperson) Kathy Grant Tania Hodges Tagaloatele Peggy Fairbairn-Dunlop
Apologies	Nil	
In Attendance Te Pūkenga	Stephen Town - Chief Executive Warwick Quinn - DCE Employer Journey and Experience (Item 5 only) Angela Beaton - DCE Delivery and Academic (Item 7 only) Heather Geddes – Director Transformation and Transition (Open Session & Item 21.4 only) Phillip Jacques - Interim Director Finance (online) (Items 14,15,16 and 21 only) Debbie Preston, Learner Innovation Manager (Item 8 only)	Vaughan Payne – DCE Operations Ana Morrison - DCE Partnerships and Equity (Item 19 only) Tania Winslade - DCE Learner Journey and Experience (Item 8, 19, 21.4, and 21.5 only) Keri-Anne Tane – Director – People Culture Operations (Item 19.0 only) Ehsan Yaeghoobi – Sustainability Lead (Item 6 only) Sinead Hart – Director – Legal and Risk (Items 9, 16, 17 and 21.1 only) Marina Matthews – Chief Advisor to Chief Executive Gillian Hamilton - Executive Assistant Lynnette Brown - Council Secretariat
Other Attendees	Grant Cleland (Item 8.3) Pacific Members (Item 8.3) Peseta Sam Lotu-liga - DCE Pasifika, Partnerships & Support, MIT & Unitec Sam Sefuiva - Director, Māori and Pasifika Trades Training Seulupe Dr. Falaniko Tominiko - Director, Pacific Centre, Unitec. Aiono Manu Fa'aea - Senior Pasifika Manager, MIT Ted Pogai, Pasifika Learning Advisor, Wintec Pacific Members online: Lesley Vihikete Southern Institute of Technology Rose Marsters - Pasifika Lead, Wintec Emma Saulo, Learner Support Advisor, Competenz Judith Crawford - Lecturer, Toi-Ohomai Institute of Technology Jone Tawaketini - TEU Pasifika Representative, Unitec	

Quorum

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

Open Minutes

Tania Hodges opened the meeting with a Karakia.

1. Welcome/Apologies/Notices

The Chair welcomed everyone to the meeting and noted that there were no apologies as well as acknowledging those members of the public attending on-line

1.1. Council Calendar and Schedule of Committees

The Council noted the calendar and schedule of committees.

2. Register of Interests

No conflicts with matters on the agenda were declared.

Since the last Council meeting the following changes to the interest register have occurred:
Murray Strong: Chairman, Christchurch Multi Use Arena – Removed

Kathy Grant: Deputy Chair and member Dunedin City Holdings Limited (removed 1 July 2021)

Deputy Chair and member Dunedin City Treasury Limited (removed 1 July 2021)

Deputy Chair and member Dunedin Stadium Property Limited (removed 1 July 2021)

Director Dunedin Railways Limited (removed 1 July 2021)

Sam Huggard: Member - Trade for All Ministerial Advisory Group – (notified 23 July)

3. Minutes of the Open meeting held 6 July 2021

Resolved:

The Council approved the minutes of the open meeting of Te Pūkenga Council held on 6 July 2021 as a true and correct record of the meeting.

Moved: P Winder

Seconded: K Grant

CARRIED

3.1. Matters Arising

There were no matters arising.

4. CE Verbal Update

The Chief Executive provided a verbal update which focussed on.

- A successful Powhiri held for Competenz on 1 August 2021
- BCITO transfer 4 October and MITO 1 January 2022 to Te Pūkenga Work Based Learning

- Final stages in respect of the process to appoint a CEO for Te Pūkenga Work Based Learning Limited
- Learner Journey team engagement with the TEU on the personas
- Subsidiary ITP CE and Chairs Meeting coming up which will include further discussions in relation to readiness for Day One

5. **Te Raurau Kaiwhakamahi – a conversation for employers with Te Pūkenga (Verbal Update)**

Management provided a verbal update regarding the engagement sessions that have taken place with employers across the country. The first part of this initiative was discussion around RoVE and its objectives. It was noted that, in many areas, there remains a lack of understanding of the purpose and associated activities relating to the transformation including the roles of Workforce Development Councils (WDCs). The overall response has been positive with a key take-out being that more granularity in delivery is required particularly with the service concepts.

In response to Council's comment on the need to engage with multiple areas, Management confirmed that the engagement has been widespread including participation from the Employers and Manufacturers Association and large industry, for example, Fonterra.

Further work is being undertaken in building a framework with the WDCs to address integration and maximise the best use of resources.

The Council received the Te Raurau Kaiwhakamahi verbal update.

6. **Climate Change Commission Report – Response**

The Council received the paper.

Council discussed the aspect of the report and Management's response to the Commission's programme as it pertains to electric vehicles in fleets. There is a wide range of uses for vehicles in the regions and in more remote areas electric vehicles are not practical. It was also noted the potential impact on equity for learners, particularly priority learners.

There was discussion in relation to the Government's \$200m funding for projects associated with climate change. Several funding applications have been granted, including Wintec and Western Institute of Technology at Taranaki. Council asked that Management consider a co-ordinated approach to accessing the funding to ensure that the best value is realised. Te Pūkenga sustainability plan will be used to underpin the activities.

When considering resources to respond to the Climate Change Report, Management advised that there are champions in place across the sector with sufficient capacity.

Council expressed their interest in continuing to engage in this area and look forward to further updates.

Resolved:

The Council:

- a. Received the report titled 'Implications for Te Pūkenga of He Pou A Rangī Climate Change Commission (CCC) final advice to the New Zealand Government' dated 3 August 2021.

- b. Noted that the recommendations of the CCC has long-term implications for both Te Pūkenga operations and programmes.
- c. Noted that a decarbonisation action plan will be completed in Q4 2021.
- d. Noted that a sustainability strategy will be prepared for Council approval in Q2 2022, which will inform (inter alia) the Strategic Asset Management Plan due in Q3 2022.

Moved: T Hodges
Seconded: K Ngārimu
CARRIED

7. Te Poari Akoranga report

- 7.1. Council received the report and Management provided a verbal update of key areas of focus including:
- the Climate Change Commission Report and what it means for portfolio management
 - the update Te Poari Akoranga received from the Regional Skills Groups and how best to use that information
 - the learner journey and experience personas and the decision to use these to underpin the ako teaching and learning framework i.e. not restricting modes of delivery.

Resolved:

The Council received a report from the meeting of Te Poari Akoranga which took place on 9 June 2021 online.

Moved: M Strong
Seconded: S Huggard
CARRIED

7.2. Minutes from open Poari Akoranga meeting from 14 July 2021

The Council noted the Open Minutes of the Meeting of Te Poari Akoranga held 14 July 2021.

8. Network Learners Insights and Opportunities Reports

8.1. Te Pūkenga Learners and Staff Report (Approval)

Council received and discussed Te Pūkenga Learners and Staff Personas Report.

Feedback and discussion by Council included:

- common themes across all personas including bias
- online and part time personas
- the digital divide issues and where to in relation to hardware to address access barriers for learners
- the need to understand how the personas will link to the operating model and the Letter of Expectations

Management commented that the contributors to the reports are widespread including representation from Unions.

Resolved:

The Council:

- a. Approved the 20 learner personas (and journey mapping) and seven staff personas for publication and sharing across the network.
- b. Noted that a Council workshop to identify priorities for the future Te Pūkenga learner experience (utilising the personas) will follow.

Moved: M Strong

Seconded: Tagaloatele P Fairbairn-Dunlop

CARRIED

The contributors to the Disabled Learners and Pacific Learners Report joined the meeting.

The Council received a verbal update as to the activity that had been undertaken in developing and delivering the reports.

The Chair acknowledged and thanked those people in the room and online who contributed to the personas reports and his expectation that they will hold Te Pūkenga accountable in their role of progressing equity for staff and learners.

8.2. **Te Rito Disabled Learners Report (Approval)**

Resolved:

The Council:

- a. Approved "Te Rito - Insights from disabled learners and staff who support them (part 3)" for publication on Te Pūkenga website and use across the network.
- b. Noted that this series of reports will need to inform Te Pūkenga work plan.
- c. Thanked Grant Cleland for his presentation and contribution to the report.

Moved: M Strong

Seconded: Tagaloatele P Fairbairn-Dunlop

CARRIED

Action 1: CAMIC to consider the investment framework and investment process template as a consequence of the recommendations from the personas report, in particular in the context of disabled learners.

8.3. **Te Rito Pacific Learners Report (Approval)**

Resolved:

The Council:

- a. Approved the attached report "Te Rito – Insights from Pacific learners and Pacific staff (part 2)" for publication on our website and use across the network.
- b. Noted that this series of Te Rito reports will need to inform Te Pūkenga work plan.

- c. Thanked Te Pūkenga Pacific (staff forum) and Pacific researchers in our network for their attendance and contribution to this report.

Moved: M Strong
Seconded: Tagaloatele P Fairbairn-Dunlop
CARRIED

The meeting recessed for morning tea at 10.40 and reconvened at 11.10 am

9. Reports from Committees

9.1. Risk and Audit Committee Recommendations – Policies

The Council received and endorsed the recommendations from the Risk and Audit Committee.

9.2. Policies

The Council discussed the policies and the Risk and Audit Committee's recommendations particularly in relation to expenditure on alcohol. There was agreement that while Te Pūkenga has a role to play in recognising the public health impact and sensitivities as to the use of public money, that implementing a blanket approach to the purchasing of alcohol across all subsidiaries at this time would be difficult given the nature of some of the activities within the sector, e.g. catering schools.

Resolved:

The Council:

- a. Received the report "Te Pūkenga Policies re-tabled"; and
- b. Approved each of the policies namely:
 - Official Information Policy
 - Koha Policy
 - Privacy Policy
 - Interim Records Management Policy
 - Sensitive Expenditure Policy

Moved: P Winder
Seconded: K Grant
CARRIED

10. Te Pae Tawhiti Insights Report (Report and Video in Document Library)

The Council received the final Te Pae Tawhiti Insights report and video noting that the Council had previously provided feedback into the report at its last meeting.

11. Formal Motion for Moving into Committee

The Chair moved 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
12.	Minutes from public excluded meeting from 6 July 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).
12.1. And 12.2.	Matters Arising and Action List	<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.	Minutes from public excluded Poari Akoranga meeting from 14 August 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> <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</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).

		who supplied or who is the subject of the information	
14.	Te Pūkenga Parent & Group Financial Results 31 June 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).
15.	Subsidiaries Financial Review	<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.	Subsidiaries Holdings Review	<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</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

		<p>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>	body to which LGOIMA applies).
17.	BCITO 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)(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).
18.	TEC Q2 Report for the period ended June 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>	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.	Advisory Committees	<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>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</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).
19.1.	Interim Māori Advisory Committee Report and Terms of Reference	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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would

		any organisation or employees of any organisation in the course of their duty 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
19.2.	Interim Staff Advisory Committee Report and Terms of Reference	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 9(2)(a) To protect the privacy of natural persons, including that of deceased 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).
19.3.	Interim Learner Advisory Committee Report and Terms of Reference	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 9(2)(a) To protect the privacy of natural persons, including that of deceased 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).
20.	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 9(2)(a) To protect the privacy of natural persons, including that of deceased 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).
20.1.	Update from Appointment and Remuneration Committee (verbal)	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 9(2)(a) To protect the privacy of natural persons, including that of deceased 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).

20.2.	Work Based Learning Limited	<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>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</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.	Reports from Committees	<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).
21.1.	CAMIC: Commercial terms of subsidiary lease	<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).
21.2.	Minutes from the Risk and Audit Committee meeting held 22 July 2021 (draft)	<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).
21.3.	Health, Safety and Wellbeing	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	That the public conduct of this item would be likely to result in the disclosure of information for

	Committee (HSW) Update	any organisation or employees of any organisation in the course of their duty 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	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).
21.4.	Investment Plan	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).
21.5.	RoVE Programme Board – Monthly Report	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).

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 Angela Beaton, Ana Morrison, Keri-Anne Tane, Tania Winslade, Phillip Jacques, Sinead Hart, Heather Geddes, Debbie Preston, Ehsan Yaeghoobi, Warwick Quinn will join the meeting during the public excluded session as required to speak to specific items.

Moved: M Strong
Seconded: P Winder
CARRIED

The open session closed, and public excluded session opened at 11.20am

Dated: 7 September 2021

Signed as a correct record

A handwritten signature in black ink, appearing to read "Murray W. Strong". The signature is fluid and cursive, with the first name "Murray" and last name "Strong" being the most legible parts.

Murray W. Strong
Chairman