

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

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

Tuesday, 2 November 2021

### Minutes

These are the minutes of a meeting of Te Pūkenga Council held on Tuesday 2 November 2021 at 9.00 am via Zoom.

#### Present

<b>Council Members</b>	Murray Strong (Chairperson)	Kim Ngārimu (Deputy Chairperson)
	Maryann Geddes	Kathy Grant
	Sam Huggard	Tania Hodges
	Peter Winder	Tagaloatele Peggy Fairbairn-Dunlop
	John Brockies	Jordan Gush
	Heath Sawyer	

#### In Attendance

Stephen Town - Chief Executive	Vaughan Payne – DCE Operations
Warwick Quinn - DCE Employer Journey and Experience	Ana Morrison - DCE Partnerships and Equity
Angela Beaton - DCE Delivery and Academic	Tania Winslade - DCE Learner Journey and Experience
Phillip Jacques - Interim Director Finance (Items 9 – 12.1)	Paki Rawiri - Strategic Lead – Te Tiriti Futures
Rachel Clarke – Project Manager CAMS (Item 12.2)	Sinead Hart – Director – Legal and Risk (Items 11.1 – 12.1)
Robyn Kamira, Paua Interface (Item 12.1 only)	Marina Matthews – Chief Advisor to Chief Executive
Lynnette Brown - Council Secretariat	Clarke Raymond – Director Strategy and Information (Item 12.1 only)
	Gillian Hamilton - Executive Assistant

### 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 Tagaloatele Peggy Fairbairn-Dunlop.

### Open Minutes

#### 1. Welcome/Apologies/Notices

The Chair welcomed everyone to the meeting, with a mihi for two new Council members, Jordan Gush and Heath Sawyer.

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

Noted.

#### 2. Register of Interests

No conflicts with matters on the agenda were declared and the following update was provided by John Brockies noting that no mitigations are required:

- Civic Centre Group (Tauranga City Council) - Independent Chair

#### 3. Minutes of the Open meeting held 5 October 2021

##### Resolved:

The Council approved the minutes of Te Pūkenga Council open meeting held on 5 October 2021 as a true and correct record.

**Moved:** M Strong

**Seconded:** P Winder

**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 two significant areas of activity:

- Engagement on the Operating Model which has been challenging due to the Covid-19 Alert Levels. Feedback to date has included that it is dense material. The goal for the final Operating Model is to establish a more creative way to message the contents. Feedback has been constructive

and positive with some useful submissions received so far. The engagement deadline is Monday, 8 November.

- The impact of Covid-19 on learners especially those who cannot complete their studies. TEC is supportive of a pragmatic approach in relation to the funding aspect.

## 5. Te Pae Tawhiti Progress Report

Management spoke to the report. It was noted that there have been discussions at Unitec Institute of Technology/Manukau Institute of Technology, Tier 2 and 3 level at Toi Ohomai, and at Ara around co-leadership.

Council would like to receive information in relation to co-leadership discussions as soon as possible to ensure that expectations are aligned and to understand how those ideas may inform the organisational design as it is developed. This matter will be an agenda item on 16 November at the Council Workshop.

It is important to ensure the work that is being done around equity has visibility to the decisionmakers and funders as this will be helpful where future funding is required.

Connecting with the Māori governors across the subsidiary network is a key part of this work and a rōpū will be established to enable collaboration with them and their community connections.

### **Resolved:**

The Council:

- a. Received the report; and
- b. Noted the next quarterly report will be provided on 14 March 2022.

**Moved:** S Huggard

**Seconded:** MA Geddes

**CARRIED**

## 6. Reports from Committees

### 6.1. Approval of Membership and Minutes from open Poari Akoranga meeting from 13 October 2021

The Council received the report and discussed a number of matters specifically related to the development of Te Pūkenga ethics framework including:

- Development of staff capability and professional development in terms of changing attitudes and cultural approaches
- Ethics in relation to research and teaching
- Pacific people ensuring that they are included and prioritised
- Disabled people

### **Resolved:**

The Council:

- a. Received the academic report from Te Poari Akoranga meeting held online via Teams 13 October 2021 (minutes attached); and

- b. Approved the appointment of two staff committee members to Te Poari Akoranga o Te Pūkenga; namely Mary-Liz Broadley and Linda Aumua

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

## 6.2. Health and Safety Committee

### 6.2.1. Wellbeing and Safety Policy

The Council received and discussed the policy and noted the feedback in the context of cultural wellbeing and safety. While this is not explicit in the policy, it is intended that reference to 'wellbeing' is all inclusive.

Council sought clarification around the scope of the Policy as it applies to Te Pūkenga and the wider network. It was noted that while this currently applies to Te Pūkenga it is intended to be adopted as a network-wide policy on a transitional basis and to be in place for 2023.

**Resolved:**

The Council:

- a. Approved the amended policy; and
- b. Noted that this matter has been considered and endorsed (with feedback incorporated) by the Health, Safety and Wellbeing Committee at their meeting held 21 September 2021

**Moved:** S Huggard  
**Seconded:** MA Geddes  
**CARRIED**

**Action 1:** Cultural safety and wellbeing to be considered by the Health, Safety and Wellbeing Committee.

### 6.2.2. Health, Safety and Wellbeing Committee Terms of Reference

The Council:

- a. Approved the Terms of Reference (Appendix A); and
- b. Noted that this matter has been considered and endorsed (with feedback incorporated) by the Health, Safety and Wellbeing Committee at their meeting held 21 September 2021

**Moved:** S Huggard  
**Seconded:** K Grant  
**CARRIED**

## 7. Formal Motion for Moving into Committee

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:

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
8.	Minutes from public excluded meeting from 5 October 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).
8.1.	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).
8.2.	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 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).

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
9.	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).
10.	TEC	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).
11.	Financials		
11.1.	Te Pūkenga Parent & Group Financial Results 30 September 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)(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.	Budget 2022	<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).

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
11.3.	Capital Request – IT Assets	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).
11.4.	Financial Policy Changes	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).
11.5.	TEC Q3 Report for the period ended September 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)(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>	Strategy		
12.1.	Digital Strategy (Draft)	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).
12.2.	Seismic Strategy and Policy	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without	That the public conduct of this item would be likely to result in the disclosure of information for which good

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>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>	<p>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>
<b>13.</b>	Subsidiaries		
13.1.	UCOL – The Backhouse Charitable Trust	<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>	<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>
<b>14.</b>	Subsidiary Board Appointments		
14.1.	Te Pūkenga Work Based Learning Limited – MITO Appointment	<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</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>

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
		organisation in the course of their duty	
<b>15.</b>	Risk Management		
15.1.	Risk Framework – 6 month 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)(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).
15.2.	Interim Legislative Compliance Framework	<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>16.</b>	Reports from Committees		
16.1.	Minutes from public excluded Poari Akoranga meeting from 13 October 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).
16.2.	Risk and Audit Committee Draft	Section 9(2)(i) of the Official Information Act – enable the	That the public conduct of this item would be likely to

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
	Minutes of the meeting held 19 October 2021 and Recommendations	<p>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>	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).
16.3.	<p>Minutes from the meeting held 27 October 2021 and Recommendations</p> <p>Approval: Advisory Committees Remuneration</p> <p>Approval: Komiti Maori Appointment to Council</p>	<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).
16.4.	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).
<b>17.</b>	Inwards Correspondence		
17.1.	Letter from Minister Hipkins 20 October 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).

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
18.	Any Other Business	<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).

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, Tania Winslade, Paki Rawiri, Clarke Raymond, Robyn Kamira, and Sinead Hart will join the meeting during the public excluded session as required to speak to specific items.

The open session closed at 9.40 am and the public excluded session opened at 9.50 am and closed at 1.30 pm.

**Dated:** 7 December 2021

Signed as a correct record




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**Murray W. Strong**  
Chairman