



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

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

Tuesday 6 October 2020 at 9.05am

Minutes

These are the minutes of a meeting of the Te Pūkenga Council held on Tuesday 6 October 2020 at the Bell Gully Office in Wellington.

Present

Members' present: Murray Strong (Chair), Kathy Grant, Maryann Geddes, Peter Winder, Sam Huggard, Tania Hodges and John Brockies.

Murray Strong Chaired the meeting.

In attendance: Stephen Town (Chief Executive), Vaughan Payne (DCE Operations), Merran Davis (DCE Transformation and Transition) Alex Cabrera (Interim DCE), Gillian Hamilton (Executive Assistant/Council Secretariat), Heather Geddes (PMO Lead), Michelle Teirney (Interim COO/CFO), William Workman, Denise Mackay (Communications Manager), Angela Harford (Partner, Bell Gully), Cornelius Prinsloo (SANITI Student President 9.30am – 10am), Matthew Schep (NZUSA Co-Vice President 9.30am – 10am), Sandra Grey (TEU; 11.35am – 11.55am), Peter Joseph and Shelley Weir (both TIASA; 11.35am - 11.55am), Savanna Ornsby (11.55am – 12.40pm, Rebecca Keogh (TPP Chair 10.45am – 11.30am, Vikki Roadley (Director – Recovery Activities, TPP 10.45am – 11.30am) .

Quorum

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

Karakia (Agenda Item 1)

Member Peter Winder opened the meeting with the Te Pūkenga karakia.

Welcome/Apologies/Notices (Agenda Item 2)

The Chair welcomed Vaughan Payne, DCE Operations to his first Council meeting.

The Chair welcomed other attendees of the meeting, including the members of the public in attendance.

Kim Ngārimu was an apology for the Council meeting.

Minutes of the meeting held on 1 September 2020 (Agenda item 3)

The Members noted the minutes from the open section of the 1 September 2020 Council meeting.

Resolution

Moved by Murray Strong, seconded by John Brockies

The Council resolved that the minutes from the open section of the 1 September 2020 Council meeting are approved as a true and accurate record.

Register of Interests (Agenda Item 4)

Members confirmed that all interests were recorded in the Council interests register in the Council meeting papers.

Academic Report and Minutes (Agenda Item 5)

The Members discussed the Academic Report and Minutes from the Academic Board meeting held on Wednesday 9 September 2020.

In particular, Members:

- Discussed pathways and approaches for accreditations and approvals moving from Subsidiaries to Te Pūkenga and noted NZQA will join the November Academic Board meeting to discuss these items; and
- Noted the Incoming DCE Delivery and Academic will also join the October Academic Board meeting prior to commencing her role officially on 19 October.

CE Verbal Update (Agenda Item 6)

The Members received a verbal update from the Chief Executive.

In particular, Members:

- Noted half of the Subsidiary visits are complete (and have had good attendance, including from learners) with the remainder to take place in October and November.

Westpac Banking Arrangements (Agenda Item 7)

The Members noted a request to approve the addition of the DCE Operations to the Bank Account Authorised persons.

Resolution

Moved by Murray Strong, seconded by John Brockies

The Council resolved to approve the addition of the DCE Operations to the Bank Account Authorised persons.

Working Draft Te Tiriti or Waitangi Excellence: Te Pae Tawhiti (Agenda Item 8)

The Members noted the final working draft of Te Pae Tawhiti that was sent to Subsidiaries on 23 September 2020, and that this has been well received by Subsidiaries.

Draft Health, Safety and Wellbeing Committee Terms of Reference (Agenda Item 9)

The Members noted the draft Health, Safety and Wellbeing Committee Terms of Reference.

In particular, Members:

- Requested minor amendments to the Terms of Reference: (1) to allow items to be referred to the Committee first for reporting through to the Council, and (2) to remove references to Subsidiary Health and Safety Committees being “Sub-committees” (as they report to their own Boards and are not sub-committees of the Te Pūkenga Health, Safety and Wellbeing Committee);
- Discussed the different levels that Subsidiaries are at in terms of their health, safety and wellbeing capabilities, and noted the Health, Safety and Wellbeing Committee should consider (1) whether an overview of auditing of Subsidiaries from a health, safety and wellbeing perspective should be undertaken, and (2) development of a strategic improvement plan; and
- Requested the updated Terms of Reference are brought back for approval by the Council by email.

Learner Voice (Agenda Item 10)

Matthew Schep (Co-Vice President, NZUSA) and Cornelius Prinsloo (SANITI Student President) joined the Council meeting to discuss the Student Voice Report submitted to the Council.

In particular, Members:

- Thanked the students for the report;
- Noted that students are paying clients and want to work with Te Pūkenga to empower student voice;
- Noted different Subsidiaries have different levels of engagement with students;
- Requested information on how the Service Level Agreement model (including pastoral care responsibilities) between SANITI and NMIT works;
- Noted different engagement will be required going forward to ensure a sufficient variety of voices are heard including those who study part time or off-campus;
- Noted the important of reaching students well before they engage in tertiary learning; and

- Noted their appreciation to Matthew and Cornelius for joining the Council meeting, and that the Council will invite Matthew and Cornelius to join the Council again at a later meeting(s).

Resolution to Exclude Public in accordance with the Public Excluded Agenda (Agenda Item 13)

Resolution

Moved by Murray Strong, seconded by Kathy Grant

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:

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
15.	Minutes from public excluded meeting from 1 September	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).
16.	CE Verbal Update	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).
17.	Tai Poutini Polytechnic Limited Strategic Initiatives 2021	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	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

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
		who supplied or who is the subject of the information	specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
18.	Discussion with TEU and TIASA Unions Verbal Item	<p>Section 9(2)(a) of the Official Information Act – protect the privacy of natural persons</p> <p>Section 9(2)(k) of the Official Information Act – prevent the disclosure or use of official information for improper gain or improper advantage</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.	Draft Transition Pathway and Programme Overview	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).
20.	Te Pūkenga Parent Financial Results 31 August 2020	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.	Subsidiary Financial Report 31 July 2020	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).
22.	Naming Te Pūkenga in international markets	<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</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
		organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	
23.	Request from Tē Pūkenga Subsidiaries for Te Pūkenga Approval to Reserved Matter	<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>	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).
24.	Subsidiary Board Verbal Update	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).
25.	Vision and Strategy Verbal Discussion	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).
26.	Items to be moved to Open Agenda for next Council meeting	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 Te Pūkenga Council resolved that Te Pūkenga employees Stephen Town, Merran Davis, Vaughan Payne, Alex Cabrera, Heather Geddes, Michelle Teirney, Denise Mackay, William Workman, Gillian Hamilton, Chris Collins, Ana Morrison along with Angela Harford of 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. 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. The Te Pūkenga Council also resolved that Rebecca Keoghan (Chair TPP Limited) and Vikki Roadley (Director – Recovery Activities, TPP) be permitted to join for item 15, Sandra Grey of the TEU and Shelley Weir and Peter Joseph of TIASA be permitted to join for item 16 and Savanna Ornsby be permitted to join for item 17 because of their specific knowledge in relation to these items.

Whakatuwhera and close of open part of meeting (Agenda Item 14)

The open part of the Te Pūkenga Council meeting was closed at 10.00am after a karakia Whakatuwhera by member Peter Winder.

The public excluded session commenced at 10.10am, with a short break between 1.00pm and 1.30pm.

Public Excluded Agenda

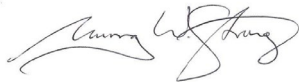
The minutes relating to the Public Excluded Agenda are set out in Schedule 1 to these minutes.

Karakia Whakatuwhera

There being no further business the Chair declared the Te Pūkenga Council meeting closed at 3.05pm following a Karakia Whakatuwhera by member Peter Winder.

Dated: 1 December 2020

Signed as a correct record



Murray W. Strong
Chairman