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## Te Pūkenga Interim Learner Advisory Committee (ILAC) OPEN Agenda

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**Meeting Date:** Wednesday, 16 March 2022

**Meeting Time:** 4.30pm – 7.00pm

**Meeting Venue:** Audio Visual Link

**Members:**

- Jordan Gush (Co-Chair)
- Dahrian Watene (Co-Chair)
- Hamish Duncan
- Ezra Tamati
- Skyla Flower
- Henry Geary
- Lupe Kautoke
- Nina Lee Griffith

**In attendance:**

- Tania Winslade (DCE Learner Journey & Experience)
- Simone Andersen (TP Kaikōkiri Director Learner & Whānau Engagement)
- Becca Brooke (TP Learner Governance Lead)
- Jo Massey (TP Secretariat)
- Katrina Thomas (TP Principal Advisor)
- Aayla Peebles (TP Learner Partnerships Advisor)
- Annie Waterworth (TP Implementation Lead)
- Aroha Treacher (Treacherous Media)

## ***Te Kaupapa o te Komiti Tohutohu mo nga Kaiako | Purpose of Interim Learner Advisory Committee***

*The Interim Learner Advisory Committee represent the voice of learners in the development and review of key strategic matters with the Council. Its statutory functions are to provide advice to the Council on significant matters relating to the Council’s strategic direction, the Te Pūkenga Charter, and any framework/policies relevant to learners or delegated to the Interim Learner Advisory Committee by the Council.*

***As part of its functions and as set out in the committee’s terms of reference, the Interim Learner Advisory Committee is required to:***

- 1. demonstrate giving effect to Te Tiriti o Waitangi in its deliberations and decision-making;*
- 2. develop terms of reference for the Permanent Learner Advisory Committees, including decisions on membership consistent with the prescribed statutory framework and relevant council decisions, (including position descriptions, terms of reference and elections process);*
- 3. consider any specific issues delegated to it or requested by Te Pūkenga Council;*
- 4. draft a relationship agreement setting out specific ways of working with Te Pūkenga Council through a co-design process;*
- 5. contribute perspectives of the learner voices, without replacing the need for Te Pūkenga to also engage directly with learners on significant proposals; and*
- 6. deliver Council a report setting out its activities and summarising its advice on the matters referred to it by Te Pūkenga Council quarterly or at least every 6 months.*

*As the Interim Advisory Committees are in place for a limited time with a defined scope and purpose as set out in the Terms of Reference, the focus of the Interim Advisory Committees is to be generated towards the key deliverables outlined in its terms of reference and work programme.*

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## 1) Open meeting with Karakia Timatanga

Whakarongo rā e Rongo ki Te Pūkenga te manawa nei ki te rongō taketake te whiwhia, te rawea te whiwhi-ā-nuku whiwhi-ā-rangi I takea mai i te kāhui o ngā ariki. Kia tūturu ka whakamau ai kia tīnā Tīnā! Hui e? Taīki e!	<i>Listen o Rongo          to Te Pūkenga          offering gratitude          for the peace and harmony          that allows us to enjoy,          the gifts of the earth          and the heavens          bequests of a higher order.          Firmly!          Do we all concur?          We concur!</i>
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## 2) Introductions

Introductions from meeting attendees.

## 3) Apologies

ILAC to receive and note any apologies.

***Recommendation:***

*That the apologies from xxx are received and accepted.*

## 4) Confirmation of Agenda

ILAC to confirm the agenda and note any changes/additions.

***Recommendation:***

*That the agenda is confirmed noting ....*

## 5) Declarations of Interest

ILAC Members to declare any conflicts of interest.

*(Members are reminded of the need to be vigilant in declaring whether they may have any private or external interests relating to any matters being discussed in this agenda).*

## 6) Confirmation of 2 December 2021 OPEN ILAC Meeting Minutes (*Attachment 1*)

- Committee to confirm the open minutes of the last Interim Learner Advisory Committee meeting.
- Opportunity to discuss any matters arising from the minutes.

***Recommendation:***

*That ILAC confirm the open minutes of the interim Learner Advisory Committee meeting that took place on 2 December 2021 as a true and correct record.*

## Item 6 - Attachment 1

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### Te Pūkenga Interim Learner Advisory Committee (ILAC)

#### Open Minutes

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Minutes of a meeting of the Interim Learner Advisory Committee held via audio visual link on 2 December 2021 at 9.00am.

#### PRESENT

Co- Chair                      Jordan Gush  
Co-Chair                      Dahrian Watene

Members                      Hamish Duncan  
   Skyla Flower  
   Lupe Kautoke  
   Henry Geary  
   Ezra Tamati

In Attendance              Simone Andersen (*Kaikōkiri Director Learner & Whānau Engagement*)  
   Aayla Peebles (*Learner Partnership Advisor*)  
   Jo Massey (*Governance Committee Co-ordinator*)

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#### 1. Welcome/Karakia

The meeting was opened with a Karakia by Henry Geary. Jordan Gush (Co-Chair) welcomed members to the first official ILAC meeting. The Kaikōkiri Director Learner & Whānau Engagement noted that as this was the first meeting of ILAC, staff would assist with advising on the format of today's meeting.

#### 2. Apologies

Apologies were noted and accepted from Lupe Kautoke for lateness and Nina Griffith for non-attendance.

#### 3. Declarations of Interest

The Kaikōkiri Director Learner & Whānau Engagement provided some advice on what may constitute a conflict of interest for members. No members of the committee declared a conflict of interest.

#### 4. Te Pūkenga Council and Committee Updates

Jordan Gush provided a verbal update on the Te Pūkenga Council meeting he recently attended.

**5. Proposed 2022 Meeting Dates**

**Resolved:** (Jordan Gush/Ezra Tamati)

That the committee approve the Interim Advisory Committee meeting dates for 2022.

**Staff Action:** Committee Co-Ordinator to send out approved 2022 meeting dates

**6. ILAC Relationship Agreement and Work Programme**

The Kaikōkiri Director Learner & Whānau Engagement introduced the item and outlined the co-design approach being recommended to develop a relationship agreement and the 2022 ILAC work programme.

**Resolved:** (Jordan Gush/Hamish Duncan)

That committee endorse the recommended co-design approach to develop a relationship agreement and a 2022 ILAC work programme, noting the ILAC Co-Chairs would be involved with the initial co-design process.

**Staff Action:** The Kaikōkiri Director Learner & Whānau Engagement to circulate the co-design principles for information.

**7. Committee Representation**

The committee discussed ILAC member representation requirements for Te Poari Akoranga (x 2 members) and Komiti Māori (x 1 member) and the process to recommend appointments. Dahrian Watene indicated her interest to be on the Komiti Māori, and Hamish Duncan and Skyla Flowers indicated their interest to be on Te Poari Akoranga.

**Resolved:** (Jordan Gush/Henry Geary)

That the committee:

- a) approve Dahrian Watene be put forward as ILAC representative on Komiti Māori;
- b) request staff send an email to all ILAC members (in recognition that not all members were in attendance at the meeting) seeking expressions of interest for the Te Poari Akoranga positions, noting that Hamish Duncan and Skyla Flowers have initially indicated their interest; and
- c) note that following the expression of interest process in b) above, ILAC members will approve 2 members to be put forward as ILAC representatives on Te Poari Akoranga.

**Staff Action:** Committee Co-Ordinator to action b) and c) above.

**8. Motion to move into public excluded meeting session**

**Resolved:** (Jordan Gush/Dahrian Watene)

That the meeting move into public excluded session 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 meeting moved into the public excluded session at 9.45am.**

**The meeting was closed with a Karakia by Dahrian Watene at 10.33am.**

## 7) OPEN Council/Committee/Representative Group Updates

- **Council Meeting (15 March 2022)**  
Verbal update from Jordan Gush
- **Komiti Māori**  
Verbal update from Dahrian Watene
- **Disability Action Plan Steering Group**  
Verbal update from Henry Geary
- **Te Poari Akoranga**  
Note the appointment of Hamish Duncan and Skyla Flowers to Te Poari Akoranga as agreed via email in February 2022.

### **Recommendation:**

*That ILAC:*

- a) receive the verbal updates concerning OPEN Council/committees/representative groups; and*
- b) note the previously approved appointment of Hamish Duncan and Skyla Flower to Te Poari Akoranga.*

## 8) Learner Leader Videos

Kaikōkiri Director Learner & Whānau Engagement will introduce Aroha Treacher from Treacherous Media who will provide an overview of the project she is working on.

### **Recommendation:**

*That ILAC receive the verbal update concerning Learner Leader Video.  
(and note any feedback from the committee)*

## 9) Learner Engagement Framework Overview

Learner and Whanau Engagement Team will provide an overview and presentation on the learner engagement framework and provide an opportunity for ILAC to ask any questions and provide feedback.

### **Recommendation:**

*That ILAC receive the overview and presentation on the Learner Engagement Framework.  
(and note any feedback from the committee)*

## 10) ILAC Relationship Agreement and Work Programme

The draft ILAC relationship agreement and work programme (**attachments 1 & 2**) were previously circulated to ILAC members for feedback and are due to be considered by Council on 15 March, 2022.

The Learner Governance Lead, with support from the Co-Chairs will provide an overview/update on:

- The process followed to develop the draft relationship agreement and work programme (noting there will also be an opportunity for ILAC to discuss whether there are any final feedback/questions in relation to these two key documents).
- Upcoming work programme milestones and some of the key things ILAC needs start thinking about in the coming months:
  - Communication plan to ensure ILAC's purpose within the wider network is understood.
  - Operational issues process.
  - Elections and permanent advisory committee framework.

### **Recommendation:**

*That ILAC:*

- a) receive the verbal overview and update concerning the ILAC relationship agreement and work programme; and*
- b) approve the final ILAC relationship agreement and work programme, and delegate authority to the ILAC Co-Chairs to sign the final documents.*



# Whakaaetanga Whanaungatanga | Relationship Agreement

between Te Pūkenga Council and Interim Learner  
Advisory Committee - 2022



**Te Pūkenga**

### Te Kaupapa o te Whakaaetanga Whanaungatanga | Purpose of Relationship Agreement

This relationship agreement is not a legal agreement as such but constitutes the agreed protocols and means of engagement between Te Pūkenga Council and the Interim Learner Advisory Committee. The agreement provides clarity as to the Interim Advisory Committees purpose and expectations and a commitment from Te Pūkenga Council to support the success of this Committee in delivering on its expectations. It is intended that this agreement will be reviewed as part of the development of permanent advisory committee framework.

### Te whānuitanga o nga Komiti Tohutohu Taimi | Scope of Interim Advisory Committees

The Ministers [Letter of Expectation](#) sets out the key expectations of Te Pūkenga Council which is essentially to give effect to [the Charter](#) set down in legislation.

Under the Education and Training Act 2020 (ETA), and in line with its Charter, Te Pūkenga Council is required to establish Advisory Committees comprising key representative groups. The Council must consult with its Advisory Committees about significant matters relating to the strategic direction relevant to those groups being represented.

Te Pūkenga is currently developing its operating model for 2023 and beyond. This will provide for, among other things, a network of education provision and delivery that centres on its learners. Because of this, the way that Advisory Committees and the wider engagement ecosystem should be constituted and governed will form part of the development and implementation of the operating model.

In the meantime, the Council wishes to ensure there is a **real opportunity for active participation of learner voices at a governance level**. To achieve this, the Interim Learner Advisory Committee has been established along with Terms of Reference that set out its purpose and key functions.

The Committees will ensure the represented groups are able to participate in the development of Te Pūkenga operating model while the design of the permanent Committees' is being finalised. The Interim Committees will function until the end of 2022, with the intention that the permanent Committees will operate from 1 January 2023.

### He aha nga Komiti Tohutohu ehara | What Advisory Committees Are/Are Not

**Governance** is about leadership and the bigger picture. It includes setting the organisations strategic direction, goals, and key framework.

**Management** looks after the allocation of resources, setting organisational policy and plans, and overseeing the day to day operations of an organisation in line with the strategic direction, goals, framework set by governance.

**Advisory Committees** provide advice and information flexibly to support the governance decision-making process and to carry out tasks delegated to them by their Council. They have no decision-making powers and cannot instruct an organisation or group to act, nor are they responsible for dealing with or advocating for issues raised at an operational level. Effective Advisory Committees

provide strategic guidance and advice that is contextualised to the needs of the Council and its purpose/mandate.

Because of the flexible nature of Advisory Committees, there is often misunderstandings of what an Advisory Committees purpose and role are. This can sometimes create tension and make it difficult for Advisory Committees to focus on its purpose of providing strategic advice as opposed to getting drawn into operational matters or playing an advocacy role. To assist with defining an Advisory Committees purpose and role, the following table sets out some examples of what Advisory Committees **are** and are **not**.

Advisory Committees ARE	Advisory Committees are NOT
<ul style="list-style-type: none"> <li>• <b>Are</b> there to provide non-binding strategic advice from a learner perspective to inform the Council’s decision making in giving effect to the Charter.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Not</b> responsible for dealing with operational management issues <i>i.e.</i> <i>student complaints, course structure/content.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Are</b> encouraged to share opinions and perspectives, study issues and develop recommendations in line with the purpose and functions defined in the committees’ Terms of References.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Not</b> the intermediary point of communication on all issues or matters between subsidiaries and Te Pūkenga Council.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Are</b> required to collaborate and co-operate with other advisory committees as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Not</b> decision-making bodies.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Are</b> required to represent the interests/perspectives of key stakeholders as part of the provision of advice.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Not</b> advocates for students operational concerns – it’s important to understand the difference between providing strategic advice vs bringing forward issues/concerns.</li> </ul>

### Te Kaupapa o te Komiti Tohutohu mo nga Kaiako | Purpose of Interim Learner Advisory Committee

The Interim Learner Advisory Committee represent the voice of learners, in the development and review of key strategic matters with the Council. Its statutory functions are to provide advice to the Council on significant matters relating to the Council’s strategic direction, Te Pūkenga Charter, and any framework/policies relevant to learners or delegated to the Committees by the Council.

**As part of its functions and as set out in the committee’s terms of reference, the Interim Learner Committee is required to:**

1. demonstrate giving effect to Te Tiriti o Waitangi in its deliberations and decision-making
2. develop terms of reference for the Permanent Learner Advisory Committees, including decisions on membership consistent with the prescribed statutory framework and relevant council decisions, (including position descriptions, terms of reference and elections process)

3. consider any specific issues delegated to it or requested by Te Pūkenga Council
4. draft a relationship agreement setting out specific ways of working with Te Pūkenga Council through a co-design process
5. contribute perspectives of the learner voices, without replacing the need for Te Pūkenga to also engage directly with learners on significant proposals
6. deliver Council a report setting out its activities and summarising its advice on the matters referred to it by Te Pūkenga Council quarterly or at least every 6 months.

*As the Interim Advisory Committees are in place for a limited time with a defined scope and purpose as set out in the Terms of Reference, the focus of the Interim Advisory Committees needs to be generated towards the key deliverables which are outlined below:*

### **Interim Advisory Committee Key Deliverables 2021/22:**

<b>1</b> Feb 2022	Co-design a relationship agreement for the interim advisory committee.
<b>2</b> Feb-Mar 2022	Develop interim advisory committee work programme in consultation with the Council.
<b>3</b> Mar-Apr 2022	Develop and communicate a process where operational management issues or matters that sit outside of the scope of the interim advisory committee are identified, triaged, and re-directed to the appropriate place, and provide advice on a communication plan to ensure the interim advisory committees purpose within the wider network is understood and communicated effectively.
<b>4</b> Mar-Apr 2022	Develop interim advisory committee guiding principles to support and inform the provision of advice to the Council.
<b>5</b> June 2022	Develop draft permanent advisory committee framework (terms of reference, relationship agreement, position descriptions, induction and handover guides etc.) for consideration and approval of the Council.
<b>6</b> Ongoing	Advise and contribute perspectives of the staff voices on any matter the Council requests the committee to consider, including but not limited to the development of the operating model, and permanent advisory committee elections.
<b>7</b> Mar/Jun/Sept	Report quarterly or thereabouts on the work of the interim advisory committee.

## Nga Maapono me nga Whanonga o te Whakahaere Pai | Principles and Behaviours of Good Governance

Good governance includes ensuring all decision making is in alignment with relevant legislative requirements, is responsive to stakeholder/partner concerns, and is open-minded, inclusive, and transparent. An important function of good governance is the provision and consideration of advice received from Advisory Committees. In forming and providing advice, Advisory Committees should have the following good governance principles in mind:

- **Integrity and Honesty** – being fair and consistent in dealings with others, being open to constructive feedback.
- **Accountability and Transparency** – acting in a transparent manner, keeping an open mind, complying with legislative requirements.
- **Respect** – treating people with respect and courtesy, embracing diversity, recognising, and encouraging ideas and contributions from others, respecting impartiality and integrity of staff, learners, council, and all partners/stakeholders.
- **Good Faith** – performing respective roles faithfully and impartially in the best interests of those who we are representing.
- **Leadership** – Fostering equity and inclusiveness, moral and social responsibility, giving effect to Te Tiriti o Waitangi

## Nga Mahi me nga kawenga | Roles and Responsibilities

Each of the roles outlined below is fundamental to the success and smooth running of the Advisory Committee. The responsibilities and duties of each role are summarised as follows:

### Duties and Responsibilities of Interim Advisory Committee Chair:

The chair of the Advisory Committee is responsible for ensuring that they, and other members, contribute optimally to achieving the agreed expectations of the Council/organisation as defined in the Advisory Committees Terms of Reference.

#### Chair's will:

- Guide the operations of their Advisory Committee including the setting of agendas for meetings in collaboration with staff/advisors
- Lead Advisory Committee meetings in a manner that encourages participation and information sharing from all members
- Provide (and facilitate from other Advisory Committee members) qualified guidance and advice to the Council/organisation in line with the purpose and expectations set out in the committee's Terms of Reference
- Challenges the Council's thinking to consider what is transformational and encourage the learner perspective
- Serve as the Advisory Committees central point of official communication between the Council and Te Pūkenga
- Develop a positive and collaborative relationship with Te Pūkenga staff, including acting as a sounding board for staff on emerging issues and alternative courses of action













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**1) Confirmation of 2 December 2021 PUBLIC EXCLUDED ILAC Meeting Minutes (Attachment 1).**

- Committee to confirm the public excluded minutes of the last Interim Learner Advisory Committee meeting,
- Opportunity to discuss any matters arising from the public excluded minutes.

***Recommendation:***

*That ILAC confirm the public excluded minutes of the Interim Learner Advisory Committee meeting that took place on 2 December 2021 as a true and correct record.*

# Item 1 - Attachment 1

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## Te Pūkenga Interim Learner Advisory Committee (ILAC)

### Public Excluded Minutes

---

Minutes of a public excluded meeting of the Interim Learner Advisory Committee held via audio visual link on 2 December 2021 at 9.45am

#### PRESENT

Co- Chair                      Jordan Gush  
Co-Chair                      Dahrian Watene

Members                      Hamish Duncan  
   Skyla Flower  
   Lupe Kautoke  
   Henry Geary  
   Ezra Tamati

In Attendance                Simone Andersen (*Kaikōkiri Director Learner & Whānau Engagement*)  
   Aayla Peebles (*Learner Partnership Advisor*)  
   Jo Massey (*Governance Committee Co-ordinator*)

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*Apologies from Nina Griffith were noted in the open session of the meeting.*

#### 9. Te Rito Outcomes Framework & Disability Action Plan

Staff in attendance provided an overview of the Te Rito Outcomes Framework and the Disability Action Plan, noting:

- Te Rito outcomes framework was created as a tool to guide decision making at all levels and to provide a learner equity framework for all mahi within Te Pūkenga to align to.
- The Te Rito outcomes framework was developed with learners and their diverse voices at the center, with the main goal of the framework being to foster equity.
- It is intended that Te Rito outcomes framework and Te Pae Tawhiti will be woven through all levels of decision making across Te Pūkenga and eventually the whole network.
- Te Pūkenga is currently developing a high-level Disability Action Plan that will be informed by disabled learners. The aim of the plan is to ensure equity and alignment of disability action plans across the network.

The committee discussed and raised questions around how success/effectiveness of both the Te Rito outcomes framework and the overarching Disability Action Plan would be implemented, monitored and measured across the network.

*As part of this discussion, it was noted that Henry Geary had been appointed to the Disability Action Plan Steering Group as a Learner member.*

#### **10. Engagement on Operating Model**

Staff provided an overview on the operating model engagement that had taken place recently, noting:

- There are various means of engagement tools being used with the emphasis being to hear from a diverse range of learner voices.
- Key themes emerging through the operating model engagement centered around differentiating between central and regional functions and needing to have a common understanding of terminology being used. There were also comments that some functions seemed to be missing, particularly for staff.
- There was feedback around the matrix being hard to interpret and understand. Staff confirmed work was underway to simplify it.
- Ako network themes received broad support, including how learners can be involved going forward.
- It was acknowledged that a high-level consideration needs to be given to mana whenua in the regions when it comes to Te Tiriti o Waitangi and that Māori learners need to be presented in the context of Māori within the wider landscape as opposed to being categorized in the same way as other underserved learners.
- When it comes to learner Success, learners want partnership rather than just voice. Learners want clarity around what 'learners at the center' means practically.
- The operating model engagement reports are due to be ready in the coming weeks. These reports will outline the engagement outcomes in more detail and will address how Te Pūkenga will respond.

#### **The committee discussed and raised questions concerning:**

- The creation of a glossary of common terms. Staff confirmed a glossary is currently being created and will be shared once completed.
- The progress on work to determine the future state of student associations and how input from learners and student councils will be sought as part of this. Staff acknowledged all stakeholders would have an opportunity to input into this matter as work progressed.

**The public excluded session of the meeting closed at 10:32am.**

## 2) Council/Committee/Representative Group Updates (Public Excluded)

- ILAC Council Representative Appointment Review**  
 Kaikōkiri Director Learner & Whānau Engagement will discuss the process to review the ILAC Council representative appointment.
- International Learner ILAC Appointment**  
 Verbal update from Learner Governance Lead regarding the appointment of an international learner representative to ILAC (pending Council approval).

**Recommendation:**

*That ILAC:*

- note appointment of xxx as the International Learner representative on ILAC as approved by Council at its xxx meeting; and*
- note the committee have reviewed the appointment of the ILAC Council representative and approve xxx be recommended as the ILAC Council Representative until the permanent advisory committees are established.*

## 3) General Business (Public Excluded)

Opportunity to raise any general business needing to be discussed in the public excluded session.

## 4) Karakia Whatuwhera (Closing Karakia)

Puritia, puritia ngā kōrero o te wānanga puritia ki a ū, kia mau puritia kia ita Unuhia, unuhia atu rā Te tapu o te kahui o ngā ariki mauria atu rā ko te kahu ora o Rongo he rongo taketake he rongo mau tonu ka whakamau kia tīnā, Tīnā! Hui e, Tāiki e!	Hold fast, hold firmly the words of the academy cement them firmly fixed in the mind. Release ourselves of the decorum of formality let us take up the life-giving cloak of Rongo the permanence of peace and harmony and bind it firmly, Firmly!
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