



Te Pukenga

Te Pukenga Work Based Learning Limited

Board Meeting

Date Thursday, 25 November 2021

Time 12.30 – 3.30pm

Venue Meeting to be held via Zoom

Board Members John Brockies (Chair) Brian Warren
Murray Strong Mike King
Maryann Geddes Grant Florence
Bryn Thompson Vanessa Eparaima

In Attendance Toby Beaglehole (WBL Chief Executive)
Fiona Kingsford (TITO Transition Capability Lead)
Vaughan Payne (DCE Operations)
Lyn Butler (WBL Board Secretariat)

Opening Karakia

Timings	Open Agenda	
	1.	Governance
12.30 – 12.35pm	1.1.	Welcome & Apologies
	1.2.	Directors' Register of Interests
	1.3.	Directors' Register of Specific Interests
12.35 – 12.50pm	1.4.	Board Member Introduction – Grant Florence
	2.	Board Minutes
12.50 – 12.55pm	2.1.	Confirmation of Minutes of the Open Board Meeting held on 27 October 2021
	2.2.	Matters Arising from Previous Open Board Meeting
	3.	Performance Reporting
12.55 – 1.05pm	3.1.	Chief Executive's Verbal Update
1.05 – 1.15pm	3.2.	People, Wellbeing & Safety Report
	4.	General Business
	5.	<i>Formal motion for moving into Committee</i>



TePukenga

Timings	Closed Agenda	
	6.	Board Minutes
1.15 – 1.20pm	6.1.	Confirmation of Minutes of the Closed Board Meeting held on 27 October 2021
	6.2.	Matters Arising from Previous Closed Board Meeting
1.20 – 1.25pm	6.3.	Ratification of Circular Resolution – 15 November 2021
	7.	Decision Items
1.25 – 1.35pm	7.1.	Business Division Reserves (Sinead Hart)
1.35 – 1.45pm	7.2.	Service IQ Transfer Agreement (Sinead Hart)
1.45 – 1.55pm	7.3.	COVID-19 (Toby Beaglehole)
1.55 – 2.10pm	7.4.	2022 Budget (Sean Kirk)
2.10 – 2.25pm	7.5.	WBL Board Committees (Toby Beaglehole)
Break 2.25 – 2.35pm		
	8.	Performance Reporting
2.35 – 2.45pm	8.1.	Chief Executive's Verbal Update
	9.	Information
2.45 – 3.05pm	9.1.	Employer Journey Update (Warwick Quinn)
3.05 – 3.20pm	9.2.	TITO Transition Deep Dive/Review (Fiona Kingsford)
3.20 – 3.25pm	9.3.	TITO Transition Summary (Fiona Kingsford)
3.25 – 3.30pm	9.4.	Transfer Agreement Key Components Summary (Fiona Kingsford)
	10.	General Business
	10.1.	Ideas and Opportunities
	11.	<i>Formal motion for moving out of Committee</i>

Closing Karakia

1.1. Welcome & Apologies

Te Pūkenga Work Based Learning Board

Register of Interests

as at 25 November 2021

	Member	Chairperson/ Deputy Chairperson / Member
1.	John Brockies (Chairperson)	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u></p> <p>Director Branz Inc, Branz Ltd, Branz Pty Ltd</p> <p>Director Resolve Group Ltd</p> <p>Director Walworth Ltd</p> <p>Chair Waiari Project Advisory Board (Tauranga City Council)</p> <p>Chair Te Maunga Project Advisory Board (Tauranga City Council)</p> <p>Trustee Natomi Family Trust</p> <p>Director Northland Polytechnic Limited (NorthTec)</p> <p>Director Te Pūkenga Council</p> <p>Member Australian Institute of Directors</p> <p>Chair Te Pūkenga Work Based Learning Limited Board</p> <p>Independent Chair Civic Centre Group (Tauranga City Council)</p>
2.	Murray Strong (Member)	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u></p> <p>Chairperson Centre of Digital Excellence</p> <p>Director National Infrastructure Service, Wellington</p> <p>Director Tai Poutini Polytechnic Limited (TPP)</p> <p>Director The Open Polytechnic of New Zealand Limited</p> <p>Independent Chairman Southern Lakes Events Investment Panel - effective 1 November</p> <p>Chairperson Te Pūkenga Council</p> <p>Member Te Pūkenga Work Based Learning Limited Board</p>
3.	Mary-Ann Geddes (Member)	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u></p> <p>Director ServiceIQ</p> <p>Director Ara Institute of Canterbury Limited (Ara)</p> <p>Director Otago Polytechnic Limited</p>

	Member	Chairperson/ Deputy Chairperson / Member
	<p>Director Southern Institute of Technology Limited (SIT)</p> <p>Director Te Pūkenga Council</p> <p>Member Te Pūkenga Work Based Learning Limited Board</p>	
4.	Bryn Thompson (Member)	
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u></p> <p>Principal & Director Metalcraft Engineering Company Ltd</p> <p>President NZMEA</p> <p>Principal Cassem Holdings</p> <p>Chair Mancan</p> <p>Shareholder & Director Avid Group Ltd</p> <p>Chair & Trustee Canterbury Manufacturing Trust</p> <p>Director ARA Canterbury Institute Ltd</p> <p>Chair ARA Property Development Committee</p> <p>Trustee Otautahi Education Trust</p> <p>Member Te Pūkenga Work Based Learning Limited Board</p>	
5.	Brian Warren (Member)	
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u></p> <p>Director Ashburton Contracting Ltd</p> <p>Member Te Pūkenga Work Based Learning Limited Board</p> <p>Director Rock and Pillar Ltd</p> <p>Board Member Civil Trades Board (Division of CCNZ)</p>	
6.	Grant Florence (Member)	
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u></p> <p>Member Te Pūkenga Work Based Learning Limited Board</p> <p>Chief Executive NZ Certified Builders Association</p> <p>General Manager Industry Training Association Building Incorp</p> <p>Director Building and Construction Training Fund (post BCITO)</p> <p>Managing Director Halo Guarantees Limited</p>	
7.	Mike King (Member)	
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u></p> <p>Member Te Pūkenga Work Based Learning Limited Board</p> <p>Principal Shareholder & Director A2B Project Management Ltd</p>	

	Member	Chairperson/ Deputy Chairperson / Member
	<p>Employee & Shareholder Summerset Management Group</p> <p>Director (Chair) Building and Construction Training Fund</p> <p>Member New Zealand Institute of Building</p> <p>Member New Zealand Institute of Directors</p>	
8.	<p>Vanessa Eparaima (Member)</p> <p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u></p> <p>Member Te Pūkenga Work Based Learning Limited Board</p> <p>Director Te Pūkenga Work Based Learning Limited</p> <p>Member Forestry and Wood Processing Industry Transformation Advisory Group</p> <p>Director Tuaropaki Power Company</p> <p>Director TPC Holdings</p> <p>Director Tuaropaki Kaitiaki Limited</p> <p>Director Te Pūia Tāpapa GP Limited</p> <p>Trustee Tūaropaki Trust</p> <p>Member, Chair Te Wānanga O Aotearoa</p> <p>Director Raukawa Asset Holding Company Limited</p> <p>Director, Co-Chair Cni Iwi Land Management Limited</p> <p>Director Cni Iwi Holdings Limited</p> <p>Trustee Cni Iwi Holdings Trust</p> <p>Director, previous Chair Raukawa Iwi Development Limited</p> <p>Director Eparaima Rental Limited</p> <p>Director Whakatika Limited</p> <p>Director Aroha Nui Properties Limited</p> <p>Trustee, Secretary Peggy Hapi Whānau Trust</p>	

1.4. Board Member Introduction - Grant Florence



Te Pūkenga

Te Pūkenga Work Based Learning Limited

Minutes of Board Meeting Wednesday, 27 October 2021 at 12.30pm

Minutes

These are the minutes of a meeting of the Te Pūkenga Work Based Learning Board held on Wednesday, 27 October 2021 via Zoom.

Present

Board Members	John Brockies (Chair)	Mike King
	Murray Strong	Grant Florence
	Bryn Thompson	Vanessa Eparaima
	Brian Warren	

Apologies Mary-Ann Geddes

In Attendance Toby Beaglehole (WBL CEO)
Fiona Kingsford (TITO Transition Capability Lead)
Vaughan Payne (Deputy Chief Executive Operations, Te Pūkenga)
Lyn Butler (WBL Board Secretariat)

Quorum

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

Open Agenda

Karakia

The Chair opened the meeting with a karakia, followed by a welcome to the new WBL CEO, Toby Beaglehole.

1. Governance

1.1 Welcome/Apologies/Notices

Apologies noted from Maryann Geddes, due to a long standing prior commitment for Te Pūkenga.

1.2 Directors' Declaration of Interests – Mike King, Grant Florence, Vanessa Eparaima

Resolved

The WBL Board approved the Directors' Declaration of Interest Forms for Mike King, Grant Florence and Vanessa Eparaima.

Moved: John Brockies

Seconded: Bryn Thompson

CARRIED

1.3 Directors' Register of Interests

Mike King noted an error between his and Grant Florence's interests. Board Secretary to update accordingly.



Te Pūkenga

1.4 Directors' Register of Specific Interests

No conflicts with matters on the agenda were declared.

1.5 Board Member Introduction – Mike King

Mr King outlined his background and experience as a civil engineer, with 15 years of construction experience in the UK specialising in geotechnical and foundation engineering prior to emigrating to NZ in 1994. He joined BCITO in 2006 reviewing qualifications for NZ Diploma in Construction Management, followed by election to their Board and subsequent appointment as Chair in 2016.

Critical measures for WBL success include; riding the wave of cyclic economy, maintaining confidence of industry, recognising the importance of on job training, flexibility and adaptability meeting demands of an ever changing world, pastoral care, wellbeing and fulfilment of learners, smooth transition, invisible change, balance and understanding our needs.

Resolved

The WBL Board expressed their appreciation to Mr King for his excellent overview and insights for measures of success within the reform.

Moved: John Brockies

Seconded: Vanessa Eparaima

CARRIED

Noted that there is no intent or desire by Te Pūkenga to switch to classroom based training.

Grant Florence will provide an introduction at the November meeting, followed by Vanessa Eparaima in December.

2 Board Minutes

2.1 Confirmation of Minutes of the Open Board Meeting held on 29 September 2021

Resolved

The WBL Board approved the Minutes of the Open Board Meeting of Work Based Learning Limited held on 29 September 2021 as a true and correct record of the meeting.

Moved: John Brockies

Seconded: Brian Warren

CARRIED

2.2 Matters Arising from Previous Open Board Meeting

Noted.

3 Performance Reporting

3.1 Chief Executive's Verbal Update

The Chief Executive provided a verbal update on the work ahead for WBL, with five broad areas: TITO preparation, Divisional integration, Te Pūkenga coalition, external stakeholders and change as usual.

BCITO successfully transitioned into WBL on the 4 October. MITO Transfer Agreement has been approved by TEC and Te Pūkenga last week.

Resolved

The WBL Board received the Chief Executive's verbal update.

Moved: John Brockies

Seconded: Mike King

CARRIED



3.2 People, Wellbeing & Safety Report

Proposed metrics were noted, with one of the biggest risks is that key employees may leave. There is a marked difference in Business Divisions accessing support services, with an increase experienced in some areas over the lengthy lockdown period.

All four early moving TITOs have worked very closely together since April, to ensure learnings to date are shared, with welcome and induction material adjusted as required. HR workstream are working collaboratively, including future people leads. Employee Surveys have been undertaken two weeks post transition, which have provided good insights to assist in the evolving process.

Key risks were identified in Transition Plans for each TITO, and these can be aggregated to maintain oversight.

Te Pūkenga's Health & Safety Policy is in place, with each ITO having their own policy suite. WBL CEO and DCE Operations to discuss alignment to work being undertaken in Te Pūkenga in relation to wellbeing and safety, policies and reporting metrics available.

Some risk noted around sufficient resources across the three Business Divisions. Formation of WDCs have left some gaps, as well as some staff having left for external roles.

Resolved

The WBL Board approved the structure and format of the WBL Monthly People, Wellbeing and Safety Report, requesting preparation of further KPIs in areas of transition, key risk management and indicators relating to safety.

Moved: John Brockies

Seconded: Mike King

CARRIED

4 General Business

None.

5 Resolution to Exclude Public in accordance with the Public Excluded Agenda.

It was moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (**LGOIMA**) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as noted 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
6.	Board Minutes		
6.1.	Minutes from Public Excluded Meeting of 29 September 2021	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 Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely	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 that Te Pūkenga I is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).



Te Pūkenga

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
		unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	
6.2.	Matters Arising from Previous Public Excluded Meeting	<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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.	Decision Items		
7.1.	MITO Transfer Agreement	<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)(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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.2.	Business Division Reserves	<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)(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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.3.	WBL Chief Executive KPIs	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	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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a



Te Pūkenga

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>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>	<p>body to which LGOIMA applies).</p>
7.4.	COVID-19	<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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
8.	Performance Reporting		
8.1.	Chief Executive's Update	<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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
8.2.	Quarterly Financial Reporting	<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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
9.	Information		
9.1.	Monthly Division Business Review - BCITO	<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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a</p>



Te Pūkenga

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>organisation in the course of their duty</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>	<p>body to which LGOIMA applies).</p>
9.2.	TITO Transition Deep Dive	<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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
9.3.	TITO Transition Summary	<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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
10.	General Business		
10.1.	Ideas & Opportunities	<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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>

The Chair also moved that certain employees from Te Pūkenga Work Based Learning Limited, namely Toby Beaglehole, Vaughan Payne, Fiona Kingsford and Lyn Butler be permitted to remain at the meeting after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

Moved: John Brockies
 Seconded: Grant Florence



TePūkenga

John Brockies, Chair

Date

Te Pūkenga Work Based Learning Limited Board

Public Action Items as at 25 November 2021

Action #	Meeting Date	Agenda Item	Action	Responsible	Status	Due Date
#3	27/10/21	Directors' Declarations of Interests	<ul style="list-style-type: none"> Mike King noted an error between his and Grant Florence's interests. Board Secretary to update accordingly. 	Board Secretary	Closed	October
#4	27/10/21	Board Member Introduction	<ul style="list-style-type: none"> Grant Florence will provide an introduction at the November meeting, followed by Vanessa Eparaima in December. 	Board Secretary	Closed Open	November/ December
#5	27/10/21	People Wellbeing & Safety Report	<ul style="list-style-type: none"> WBL CEO and DCE Operations to discuss alignment to work being undertaken in Te Pūkenga in relation to wellbeing and safety, policies and reporting metrics available. 	Toby Beaglehole/ Vaughan Payne	Closed	November
#6	27/10/21	People Wellbeing & Safety Report	<ul style="list-style-type: none"> Preparation of further KPIs in areas of transition, key risk management and indicators relating to safety to be provided. 	Matt Bagshaw	Open	February

3.1. Chief Executive's Verbal Update (Open)

Poari o Te Pūkenga Work Based Learning Limited Pūrongo I Report

25 November 2021

Title	People, Wellbeing & Safety Report - October
Provided by	Matt Bagshaw, WBL TITO Transition P&C Lead
For	Review

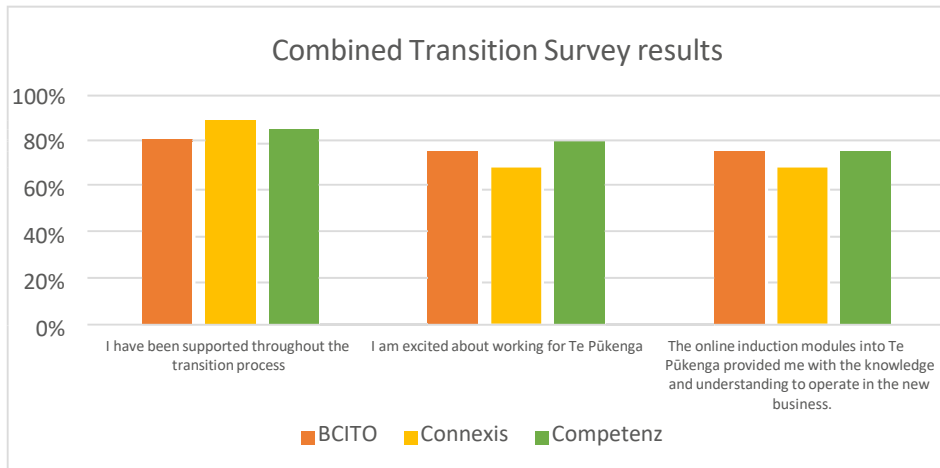
Te Taunaki | Recommendation(s)

It is recommended that the WBL Board:

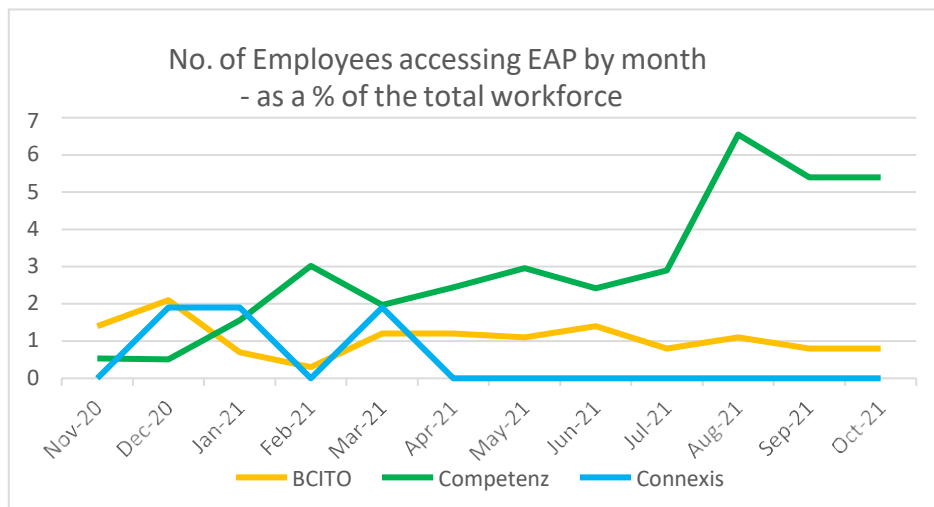
a.	Receive the People, Wellbeing and Safety Report for October 2021.
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Te Whare Tapa Whā

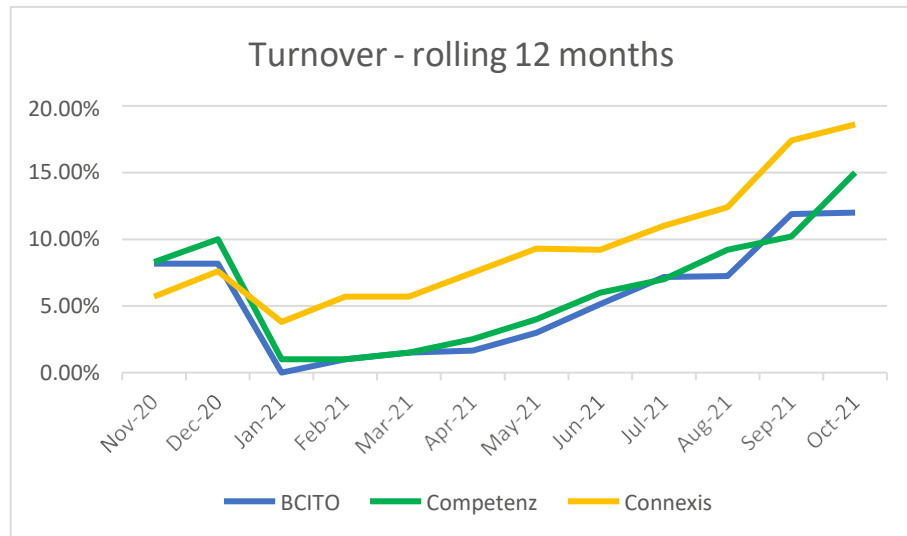
Taha wairua Spiritual



Taha hinengaro Mental & emotional



Taha finana
Physical



COMMENTARY

Transition Survey

It is encouraging to see that all of our people have felt supported throughout the transition and that the majority are excited about being part of Te Pūkenga. Comments were consistent across the business divisions with most people keen to meet their colleagues and learn more about the changes ahead.

BCITO

Turnover remains higher with remaining staff transition to WDCs.

Competenz

Voluntary labour turn-over to the end of- October is 15%. This calculation does not include those people whose roles were disestablished as part of our Rove changes. Given the amount of change we have experienced, and the opportunities presented by WDCs this is still a low attrition rate.

Connexis

Annual staff turnover has been below 10% for much of the year. While rolling staff turnover has peaked in October, this is largely attributable to people moving to opportunities within WDC.

Te Pūkenga Work Based Learning Limited

Board Meeting

PUBLIC EXCLUDED AGENDA

It will be moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (**LGOIMA**) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
6.	Board Minutes		
6.1.	Minutes from Public Excluded Meeting of 27 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 that Te Pūkenga 1 is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
6.2.	Matters Arising from Previous Public Excluded Meeting	<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 that Te Pūkenga 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
6.3.	Ratification of Circular Resolution – 15 November 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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.	Decision Items		
7.1.	Business Division Reserves	<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)(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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
6.1.	Service IQ Transfer Agreement	<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)(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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
6.2.	COVID-19	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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a

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
			body to which LGOIMA applies).
6.3.	2022 Budget	<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)(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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
6.4.	WBL Board Committees	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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.	Performance Reporting		
8.1.	Chief Executive's Update	<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)(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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.	Information		
9.1.	Employer Journey Update	<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)(i) of the Official Information Act – enable the organisation holding 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 that Te Pūkenga 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
		to carry out, without prejudice or disadvantage, commercial activities	
9.2.	TITO Transition Deep Dive/Review	<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)(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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.3.	TITO Transition Summary	<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)(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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.4.	Transfer Agreement Key Components Summary	<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)(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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.	General Business		
10.1.	Ideas & Opportunities	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 that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a

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
		Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	body to which LGOIMA applies).

The Chair will also move that certain employees from Te Pūkenga Work Based Learning Limited 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.