

Te Pūkenga Council Meeting agenda

Taipitopito | Details

Te rā Date	Wednesday 7 June 2023
Te wā Time	11am – 4.30pm
Te wāhi Location	Competenz offices, Newmarket, Auckland

Te hunga i tae mai | Attendance

Ngā tāngata i tae atu Attendees	Bill Moran, Heath Sawyer, Jeremy Morley, Jordan Gush, Kim Ngārimu, Murray Strong, Sam Huggard, Sue McCormack, Tagaloatele Peggy Fairbairn-Dunlop
Ngā tāngata i tamō Apologies	John Brockies, Teorongonui Josie Keelan
In attendance	Peter Winder (Chief Executive), ELT
Heamana Chair	Murray Strong
Ngā meneti Minutes	Rebecca Donne (Council Secretary)

Rārangi take | Open Agenda

Nama take Agenda item
Karakia timatanga
1. Welcome/apologies/notices
2. Administration
2.1. Council membership, calendar and schedule of committees
2.2. Register of interests
2.3. Minutes (draft) of the meeting held 3 May 2023 (ordinary meeting)
2.4. Ngā mahi hei Actions (open)
3. Chief Executive's report
4. Reports from Committees
4.1. Open minutes (draft) from Te Poari Akoranga held 10 May 2023

5. Correspondence (open)
5.1. Letter of Expectations from Minister of Education 16 May 2023
5.2. Letter from Interim Learner Advisory Committee 1 June 2023
6. He take atu anō Any other business (open)
7. Resolution to exclude the public

Rārangi take | Closed Agenda

Nama take Agenda item
8. Administration
8.1. Minutes (draft) from public excluded meeting held 3 May 2023 (ordinary meeting)
8.2. Ngā mahi hei Actions (confidential)
9. Monthly reports
9.1. Chief Executive's report
9.2. Wellbeing and Safety monthly report
9.3. Operational risk
Whakatā Break
10. Financial reports
10.1. Te Pūkenga Financial Report – April 2023
10.2. 2023 Financial Forecast
10.3. Financial Strategy
10.4. 10 Udy Street, Petone – Sale and Purchase Agreement
11. Strategy
11.1. Investment plan update
11.2. Response to updated letter of expectations
11.3. Transformation update

12. Risk and compliance
12.1. Pastoral Code Self Report
Whakatā Break
13. Reports from and relating to Committees
13.1. Reappointment of Cecily Zhou to Interim Learner Advisory Committee
13.2. Changes to Advisory Committee members
13.3. Report from Appointment and Remuneration Committee held 4 May 2023
13.4. Minutes from Interim Kaimahi Advisory Committee held 5 May 2023
13.5. Closed minutes (draft) from Te Poari Akoranga held 10 May 2023
13.6. Report and minutes from Komiti Māori held 11 May 2023
13.7. Report and recommendations from Finance and Capital Investment Committee held 31 May 2023
14. Inwards correspondence (confidential)
14.1. Nil
15. Outwards correspondence (confidential)
15.1. Nil
16. He take atu anō Any other business (confidential)
Karakia whakakapi
Mutu ai te hui Meeting closes

Te Pūkenga Karakia

Whakarongo rā e Rongo
ki Te Pūkenga
te manawa nei
ki te rongo 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?
Tāiki e!

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.

and bind them firmly.
Firmly!
Do we all concur?
We concur!

1. Welcome/Apologies/Notices

Presented by Murray Strong

2. Administration

Presented by Murray Strong

2023 Schedule of Te Pūkenga Council meetings

As at 29 May 2023

Council

Month	Date	Day	Meeting	Activity	Venue
February	9 Feb	Wed	Council	Ordinary Meeting	Zoom
March	1 March	Wed	Council	Ordinary Meeting	Zoom
April	5 April	Wed	Council	Ordinary Meeting	Zoom
May	3 May	Wed	Council	Ordinary Meeting	MIT, Auckland
	4 May	Thurs	Council	Workshop	MIT, Auckland
June	7 June	Wed	Council	Ordinary Meeting	Competenz, Auckland
July	5 July	Wed	Council	Ordinary Meeting	Zoom
August	2 Aug	Wed	Council	Ordinary Meeting	Wellington (TBC)
September	6 Sept	Wed	Council	Ordinary Meeting	Christchurch (TBC)
	7 Sept	Thurs	Council	Workshop	Christchurch (TBC)
October	4 Oct	Wed	Council	Ordinary Meeting	Zoom
November	1 Nov	Wed	Council	Ordinary Meeting	Zoom
December	6 Dec	Wed	Council	Ordinary Meeting	Zoom

Committees

Finance and Capital Investment Committee

Name and role	Meeting dates	Venue
1. Jeremy Morley, Chair 2. Bill Moran, Member 3. Josie Keelan, Member 4. John Brockies, Member 5. Murray Strong, Ex-officio member	22 February 2023	Zoom
	29 March 2023	Zoom
	26 April 2023	Zoom
	31 May 2023	MITO, Wellington
	w/c 17 July 2023 (TBC)	TBC (in person)
	30 August 2023	Zoom
	27 September 2023	Auckland
	25 October 2023	Zoom
	29 November 2023	TBC (in person)

Risk and Audit Committee

Name	Role	Meeting dates
1. John Brockies	Chair	22 February 2023
		29 March 2023
2. Jeremy Morley	Member	26 April 2023
		28 June 2023
3. Sue McCormack	Member	30 August 2023
		29 November 2023
4. Murray Strong	Ex-officio member	

Appointment and Remuneration Committee

Name	Role	Meeting dates
1. Sue McCormack	Chair	30 March 2023 4 May 2023
2. Kim Ngārimu	Member	29 June 2023 28 September 2023
3. Murray Strong	Member	30 November 2023

Health, Safety and Wellbeing Committee

Name	Role	Meeting dates
1. Sam Huggard	Chair	29 March 2023 26 June 2023
2. Peggy Fairbairn-Dunlop	Member	22 September 2023 23 November 2023
3. Josie Keelan	Member	
4. Heath Sawyer	Member	
5. Murray Strong	Ex-officio member	

Advisory Committees

Interim Learner Advisory Committee (ILAC)

Name	Role	Meeting dates
1. Jordan Gush	Co-Chair	19 April 2023 2 May 2023
2. Dahrian Watene	Co-Chair	21 June 2023 23 August 2023
3. Henry Geary	Member	

4. Nina Lee Griffith	Member
5. Ihongaro (formerly Ezra Tamati)	Member
6. Skyla Flower	Member

Learner Advisory Committee (LAC)

Name	Role	Meeting dates
1. TBC x 8		24 October 2023

Interim Kaimahi Advisory Committee (IKAC)

Name	Role	Meeting dates
1. Heath Sawyer	Co-Chair	5 May 2023
3. Andrea Armstrong	Member	23 June 2023
4. Ang Cooper	Member	25 August 2023
5. Barry Paterson	Member	
6. Craig Ludlow	Member	
7. Henry Ma'alo	Member	
8. Ian McDonald	Member	
9. Jessica Costall	Member	
10. Jody Takimoana	Member	

11. Linda Aumua	Member	
12. Mary-Liz Broadley	Member	
13. Ramari Raureti	Member	
14. Rhys Thurston	Member	
15. Scott Casley	Member	
16. Warwick Shillito	Member	
17. Keri Youngman	Member	
18. Ali Bahmad	Member	

Kaimahi Advisory Committee (KAC)

Name	Role	Meeting dates
1. TBC x 8		27 October 2023

Komiti Māori | Interim Māori Advisory Committee

Name	Role	Meeting dates
1. Teorongonui Josie Keelan	Co-Chair	20 April 2023 11 May 2023
2. Bentham Ohia	Co-Chair	22 June 2023 24 August 2023
4. Glenda Taituha	Member	
5. Jasmine Te Hira	Member	

6. Dahrian Watene	Member (ILAC Rep)	
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Māori Advisory Committee (Komiti Māori)

Name	Role	Meeting dates
1. TBC	TBC	26 October 2023 (Tentative)

Te Poari Akoranga

Name	Role	Meeting dates
1. Megan Gibbons	Co-Chair	22 February 2023 29 March 2023
2. Kieran Hewitson	Co-Chair	3 May 2023 21 June 2023
3. Michael Alford	Member (Co-Chair Te Ohu Whakahaere Ako)	12 July 2023 16 August 2023
4. Linda Aumua	Member (IKAC Rep)	20 September 2023 25 October 2023
5. Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate)	22 November 2023
6. Te Urikore Biddle	Member	Also note Te Poari Akoranga sub-committees TPA - RMRPG, TPA - AKO, TPA - QUALITY, TPA - APPROVALS, TPA - APPEALS, TPA - ORITETANGA meet on dates noted in the Governance Calendar
7. Mary-Liz Broadley	Member (IKAC Rep)	
8. Glynnis Brook	Member (Co-Chair Te Ohu Whakahaere [Academic] Appeals)	
9. Te Wai Collins	Member (Co-Chair Te Ohu Whakahaere Ako)	
10. Hamish Duncan	Member (ILAC Rep)	

11. Henry Geary	Member (ILAC Rep)
12. Annemarie Gillies	Member (Co-Chair Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate)
13. Kim Isherwood	Member (Co-Chair Te Ohu Whakahaere Quality)
14. Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)
15. Doug Pouwhare	Member (Co-Chair Te Ohu Whakahaere Approvals)
16. Jasmine Te Hira	Member (Kōmiti Maori Rep)
17. Deborah Young	Co-Member (Co-Chair Te Ohu Whakahaere Quality)
18. Peggy Fairbairn-Dunlop	Non-speaking member

Te Pūkenga Council Register of Interests

As at 2 June 2023

Name	Interest	Nature of Interest
Murray Strong Chair	Centre of Digital Excellence of NZ Ltd	Chairman
	Southern Digital Transformation Programme – Te Whatu Ora	Chairman
Sue McCormack Deputy Chair	Kiwirail	Deputy Chair
	Canterbury Earthquakes Insurance Tribunal	Judicial Officer
	University of Canterbury	Past Chancellor
	Dress for Success	Honorary solicitor
Heath Sawyer Member	Te Pūkenga staff member	Employee
Jordan Gush Member	Te Pūkenga: BCITO	Enrolled learner
	Peseta Sam Lotu-liga, Executive Director Ako Delivery Te Pūkenga	Uncle
Teorongonui Josie Keelan Member	Te Pūkenga: Unitec	Supervisor
Kim Ngārimu Member	Medical Council of New Zealand	Council member
	Waitangi Tribunal	Member
	Te Māngai Pāhō Māori Broadcasting Funding Agency	Board member
	NTK Limited and Tāua Ltd	Director and shareholder
	Herewini Te Koha, Previous CE of Te Rūnanganui o Ngāti Porou, signatory to regional submissions on RoVE	Ex-Husband
	Evolution Healthcare	Director

2.2. Register of interests

	Ministry of Health and Waka Kotahi (consulting contracts with Tāua Ltd)	Consultant
John Brockies Member	Resolve Group Ltd	Director
	Walworth Ltd	Director
Tagaloatele Dr Peggy Fairbairn-Dunlop Member	UNESCO	Contractor
	Vinepa Trust	Patron, Board Member
Jeremy Morley Member	Wellington Free Ambulance	Contractor
	Te Kupenga – Catholic Leadership Institute (A registered PTE)	Contractor
	Racing New Zealand	Director
	Warwick Trust	Settlor, Trustee, and Beneficiary
	YW/Petone Hockey Club Inc	Treasurer
	Wellington Over 60s Cricket	Treasurer
Sam Huggard Member	350 Aotearoa Charitable Trust	Trustee
	Ministerial Strategic Advisory Group on Trade	Member
	New Zealand Educational Institute Te Riu Roa	Employee
Bill Moran Member	Sport New Zealand	Chair
	High Performance Sport New Zealand	Chair
	NZ Sports Foundation	Chair
	WorkSafe NZ	Deputy Chair
	Community Trust South	Chair
	Southern Generation LP	Chair
	Pioneer Energy	Director

2.2. Register of interests

Chamber Music at the World's Edge Trust USA	Chair
Youthtown Inc	Trustee
Youthtown Foundation	Trustee
Sky City Casino Charitable Trust Queenstown	Trustee
Parliamentary Education Trust	Trustee
New Zealand Symphony Orchestra Foundation	Trustee

Minutes of a meeting of the Council of Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga Council)

Held on Wednesday 3 May 2023 at 11am at MIT Ōtara campus

Present: Murray Strong (Chair), Sue McCormack (Deputy Chair), Bill Moran, Heath Sawyer, Jeremy Morley, John Brockies, Jordan Gush, Kim Ngārimu, Sam Huggard, Tagaloatele Peggy Fairbairn-Dunlop, Teorongonui Josie Keelan.

In Attendance: Peter Winder (Chief Executive), Rebecca Donne (Council Secretary), Ziena Jalil (Chief of Staff), Gus Gilmore (Deputy Chief Executive Ako Delivery, item 8.3.), Michelle Teirney (Chief Financial Officer, items 9 – 10.).

Apologies: Bill Moran from 2pm.

Open minutes

1. Welcome/Apologies/Notices

The Chair welcomed everyone to the meeting and especially Bill Moran and Sue McCormack as this is their first in person meeting. The Chair noted that Bill Moran will need to leave at 2pm.

2. Administration

2.1. Council calendar and schedule of committees

The committee noted that the Appointment and Remuneration Committee meeting on 4 May 2023 will discuss membership of the Risk and Audit Committee.

2.2. Register of Interests

The register of interests was noted. Sam Huggard noted a potential conflict of interest with a matter on the public excluded agenda which refers to NZEI, and agreed to raise it at that point in the meeting if it becomes relevant.

2.3. Minutes of previous meeting held 5 April 2023

RESOLVED (T.P. Fairbairn-Dunlop/H. Sawyer)

That the Council approve the minutes of Te Pūkenga Council open meeting held on 5 April 2023 as a true and correct record.

CARRIED

There were no matters arising from the minutes.

2.4. Action List – Open

- Action 1 regarding an update to the whakatauki to be inclusive of work-based learning will be addressed at the June meeting.

3. Chief Executive’s Report

The Council received the Chief Executive’s Report which provided an update on current issues, key achievements and highlights arising during the reporting period.

4. Reports from Committees

4.1. *Open minutes (draft) from Te Poari Akoranga held 29 March 2023*

The Council receive the draft minutes of Te Poari Akoranga open meeting held on 29 March 2023.

4.2. *Report and minutes from open session of Interim Learner Advisory Committee held 19 April 2023*

The Council received the report titled ‘Interim Learner Advisory Committee (ILAC) – Unconfirmed Open Minutes – 19 April 2023’; and noted that ILAC were disappointed in the permanent Learner Advisory Committee representation model decided at the April 2023 meeting.

4.3. *Open minutes (draft) from Komiti Māori held 20 April 2023*

The Council received the draft minutes of Komiti Māori open meeting held on 20 April 2023 and noted that as this was a small meeting with only 3 out of 6 members attending, the full Komiti Māori will consider membership and Terms of Reference at it’s next meeting.

5. Correspondence

Nil.

6. Formal Motion for Moving into Committee

RESOLVED (M. Strong/B. Moran)

That 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
7.	Administration		
7.1.	Minutes from public excluded meeting held 5 April 2023	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)(i) of the Official Information Act – enable the	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).

2.3. Open minutes (draft) of the meeting held 3 May 2023 (ordinary meeting)

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.	
7.2.	Confidential action list	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty.</p> <p>Section 9(2)(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).
8.	Monthly reports		
8.1.	Chief Executive's Report	<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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.2.	Wellbeing and Safety monthly report	<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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.3.	Operational risk	<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</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).

2.3. Open minutes (draft) of the meeting held 3 May 2023 (ordinary meeting)

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.	
9.	Financial Reports		
9.1.	Te Pūkenga Financial Report – March 2023	<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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.	Risk and Compliance		
10.1.	Revised Delegations Framework	<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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.2.	2022 Annual Report	<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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.3.	UCOL 2022 Financial Report	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

2.3. Open minutes (draft) of the meeting held 3 May 2023 (ordinary meeting)

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.	LGOIMA, as a body to which LGOIMA applies).
11.	Reports from and relating to Committees		
11.1.	Closed minutes (draft) from Te Poari Akoranga held 29 March 2023	Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons. 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)(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).
11.2.	Report and minutes from closed session of Interim Learner Advisory Committee held 19 April 2023	Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons. 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)(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).
11.3.	Report and minutes from closed session of Komiti Māori held 20 April 2023	Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons. 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)(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	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).

2.3. Open minutes (draft) of the meeting held 3 May 2023 (ordinary meeting)

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
		employees of any organisation in the course of their duty.	
11.4.	<p>Report and recommendations from Finance and Capital Investment Committee held 26 April 2023</p> <ul style="list-style-type: none"> • Seismic policy • Disposal of Bluestone House on Ara Timaru campus <p>Sale of Ara Sevenoaks campus</p>	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty.</p> <p>Section 9(2)(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).
11.5.	<p>Report and recommendations from Risk and Audit Committee held 26 April 2023</p> <ul style="list-style-type: none"> • Dissolution financial statements • Letters of representation <p>Disestablishment audit proposal letters and audit engagement letters</p>	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty.</p> <p>Section 9(2)(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).
14.	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> <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).

And that certain employees from Te Pūkenga be permitted to remain at the meeting, namely Ziena Jalil, Gus Gilmore, and Michelle Teirney, 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.

CARRIED

The open session meeting closed at 11.05am and moved into closed session.

The meeting closed at 2.25pm.

DRAFT

2.4. Open action list

For Reference

Te Pūkenga Council Meeting
Action items as at 1 June 2023

Meeting Date	Agenda item	Action Type	Action No	Action	Assigned To	Status	Deadline	Update
29-Aug-22	5.1	Open	1	Management to consider an update to the whakatauki as an opportunity to update this to be inclusive of work-based learning	Paora Ammunson	Open	7 June 2023	

Pūrongo Kaunihera a Te Pūkenga Council Report

7 June 2023

Title	Chief Executive's Report to Council – Open Session
Provided by	Peter Winder, Tumuaki Chief Executive
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council (the Council):

- a. Note the update on current issues, key achievements and highlights arising during the reporting period.

Kōrero Whakapōpoto | Executive Summary

Since the last Council meeting, the Executive Leadership Team (ELT) joined kaimahi calls and hui in person or online for dedicated *Kaimahi Kōrero*. These sessions were an opportunity to share whaakaro (feedback), ask any pātai (questions) and chat with the leaders of Te Pūkenga. I valued meeting kanohi ki te kanohi (face-to-face) with many of our kaimahi around Te Pūkenga network, and it was a fresh reminder of the dedication that our staff bring to their roles.

The formal consultation for the next phase of the organisation structure will begin in the week of 12 June 2023. It will include the remaining business groups - Academic Centre and Learning Systems, Ako Delivery, Learner and Employer Experience and Attraction, Tiriti Outcomes and the Office of the Chief Executive (OCE).

Since my last update to you, we have confirmed tall eight Ako Network Directors, appointed seven of the eight regional co-leads, onboarded the Finance and Property leaders and announced two key OCE leaders (Legal and Communications).

We also received a new Letter of Expectations from the Minister of Education (Minister), as well as welcomed some tertiary education related announcements in Budget 2023.

Ngā mahi matua i te wā o te pūrono | Key activity during reporting period

During the past reporting period, the leadership team visited 15 of our campuses and undertook two online hui for Kaimahi Kōrero. It was a good opportunity for us to update kaimahi on our priorities for the remainder of the year, and to answer any questions that they had. For me, it was a good opportunity to listen. I heard about the need for certainty and the concerns many kaimahi raised about the stresses of major change, often combined with high workloads.

I reiterated that we are undergoing a substantial change process, particularly moving from 25 of everything to a unified team with unified programmes and platforms, consistent processes, and national and regional partnerships. But the first step is getting our organisational structure right so we can continue to deliver positive outcomes for our learners and employers.

3. Chief Executive's report

We will formally consult with kaimahi on the next phase of the organisation structure in the week beginning 12 June 2023. Nearly 85 percent of kaimahi are included in this phase from the remaining five business groups. The consultation will go for five weeks.

Last week, we onboarded the new Finance and Property team with all enabling function leads now in place. The Office of the Chief Executive has made a couple of appointments to key roles who will work with Council. Kara Hiron, whom many of you will know, has been appointed as Legal Director. Kara is also our Privacy Officer. Kara has been our acting Legal Director for a few months now, and prior to that worked in the legal team at Unitec and MIT. Cas Carter has been appointed as Communications Director. Cas has most recently been General Manager at Te Whaea – National Dance and Drama Centre. Previous roles include Communications Director for APEC, Assistant Vice Chancellor External Relations at Massey University, and General Manager – Communications for Tourism New Zealand.

We recently announced the appointments of a further five Executive Directors to three regions.

- Olivia Hall (Ngāti Rārua, Rangitane, Ngāti Kuia) and Mark Oldershaw as Tumu Whenua ā-Rohe 3 | Executive Director, Region 3. Olivia was Executive Director for NMIT | Te Pūkenga while Mark was Executive Director at Whitireia and WelTec | Te Pūkenga.
- Darren Mitchell (Ngāti Kahungunu) and Megan Pōtiki (Kāi Tahu, Kāti Māmoe Waitaha and Te Ātiawa) have started their roles as Tumu Whenua ā-Rohe 4 | Executive Director, Region 4. Darren was General Manager at Ara | Te Pūkenga. Megan was Manukura Tuarua - Mana Taurite / Deputy Chief Executive Partnership and Equity at Otago Polytechnic | Te Pūkenga.
- Kieran Hewitson (Ngāti Porou, Te Whanau-ā-Apanui) has been appointed Tumu Whenua ā-Rohe 2 | Executive Director, Region 2. Kieran Hewitson is currently Director Tiriti Practice at Te Pūkenga. We are actively recruiting for Kieran's co-lead and expect to make an appointment in the coming weeks.

We also recently announced the eighth Ako Network leader, Brian Dillon, who will be responsible for construction and infrastructure. Brian is currently the Primary Industries, Trades and Infrastructure Faculty Dean for Toi Ohomai | Te Pūkenga.

The Minister of Education has issued a new Letter of Expectations, which replaces the previous letter. It emphasises three key priorities over the next 12 months:

- Delivering quality education and training for all learners, with a particular emphasis on underserved learners.
- Developing a plan towards financial sustainability including a viable operating model.
- Strong leadership that Council needs to provide as we make critical decisions to deliver on our vision.

We are on track to provide the Minister and Tertiary Education Commission (TEC) with the three key strategies and plans as set out in the letter.

We thanked the Minister for Budget 2023 announcements related to tertiary education, including the approval of the interest-free Crown loan of up to \$220 million to support the integration of IT systems, the extension of the Apprenticeship Boost initiative to the end of 2024; as well as the five percent increase in tertiary tuition and training subsidies and the 15 percent increase in funding for the delivery of mātauranga Māori and te reo Māori provision at level 3 and above.

Following announcements of redundancies at Auckland University of Technology, the University of Otago and Massey University this year, Victoria University of Wellington have reportedly announced

3. Chief Executive's report

to staff that they are reviewing 59 programmes. We continue to feel similar pressures in enrolments and are presenting the financial strategy to Council for approval.

I appeared before the Education and Workforce Committee to talk to our submission on the Education and Training Amendment Bill 2023 (No 3) including the change to terms for Council members.

Council and ELT members continue to celebrate learners and their whānau at graduation ceremonies around the country. Last week, I was privileged to attend two graduation ceremonies for Manukau Institute of Technology | Te Pūkenga, which included graduands from the Schools of Education, Hospitality, Nursing, Professional Engineering, and Social Work and Sport. I also attended the Pasifika Thanksgiving Celebration where graduands from across the Pacific Islands celebrated their achievements not only for the students themselves, but for their country, villages and families.

It was a heartwarming and colourful celebration and reiterated the importance of the work kaimahi do to supporting our learners secure the skills and qualifications they need to realise their full potential, support their whanau, and build thriving communities.

During the past month:

- Otago Polytechnic | Te Pūkenga School of Design ākonga won an award in an International Oxford University-based global system thinking competition that aims to stimulate new ways of addressing social and environmental change.
- Te Pūkenga has begun expanding a cultural capability training model that will improve the learning experiences and outcomes for ākonga (learner) Māori and underserved learners.
 - Competenz | Te Pūkenga, in collaboration with MITO and BCITO, are rolling out the Pasifika Cultural Competency programme, which has been highly successful to date with four cohorts completed of 68 kaimahi and further cohorts scheduled.
 - UCOL | Te Pūkenga recently hosted 17 kaimahi from BCITO | Te Pūkenga in the first steps towards a partnership that will expand Te Atakura programme. Te Atakura was established in 2013 and is an organisation-wide, culturally responsive, relationship-based model which aims to achieve ōritetanga (equitable outcomes) and improve the educational experience and outcomes of all ākonga.
 - Wintec | Te Pūkenga has recently unveiled Tupu Te Ako, a new teacher training initiative aimed at welcoming new kaiako to the organisation and promoting a culture of continuous improvement towards demonstrable Te Tiriti partnerships and equity for Māori learners. By applying a Tuākana-Tēina model, new kaiako will partner with experienced kaiako from across Wintec | Te Pūkenga, receiving dedicated support to develop their teaching practice.
- We welcomed our new national enrolled nurse programme starting at WITT | Te Pūkenga in July. This was introduced following a request from Te Whatu Ora to help address the nursing need in Taranaki. The internationally recognised, 18-month New Zealand Diploma in Enrolled Nursing (Level 5) will equip learners with the theory and clinical nursing practice required to apply for registration. Importantly, it has been structured to help people who want to train and enter the workforce quickly while minimising their study costs.
- Ara Institute of Canterbury | Te Pūkenga has been approved to establish a joint institute in partnership with Shenyang Jianzhu University in Liaoning province, China. The institute will offer degree level qualifications in ICT and Construction. Ara is the fifth joint institute to be approved in China, along with the Eastern Institute of Technology and three New Zealand universities. It is the first joint institute for Liaoning province.

3. Chief Executive's report

- An Ara | Te Pūkenga graduate has been successful in their bid to attend the upcoming World Federation of the Deaf Youth Camp and Congress in South Korea. The four-yearly World Congress offers opportunities for deaf people to discuss and learn about deaf studies, linguistic changes, deaf culture, political advocacy and other topics, as well as networking with people from the international deaf community.
- A consortium of Industry Associations (MTA, Motor Industry Association, Collision Repair Association), DRIVE Magazine and Te Pūkenga (namely MITO and Otago Polytechnic) have formed an initiative to promote diversity in the automotive industry through the Women in Automotive initiative. This is a highly anticipated collaboration that was launched on 17 May 2023.
- HITO | Te Pūkenga have signed a memorandum of understanding with Hair & Barber New Zealand (the Industry Association) and Kitomba (a major industry supplier) to hold the 2023 Industry Awards on 12 November in Auckland.
- Civil engineering students at Whitireia and WelTec | Te Pūkenga have taken on some of New Zealand's toughest infrastructure issues around housing and three waters with their recent practical project assignments. The ākongā have been designing housing subdivisions on sections that have completely self-sustainable water capture and reticulation systems, making them more resilient and self-reliant in weather or other natural events. The subdivision projects involve research on legislative requirements, environmental considerations, geotechnical information, and importantly, design processes for the harvesting of rainwater for drinking water, and storm and wastewater management.

4. Reports from Committees



Te Poari Akoranga (Academic Board) MINUTES – Open Wednesday, 10 May 2023

Minutes

These are the Open minutes of a meeting of Te Poari Akoranga held on Wednesday, 10 May 2023 at 9am, online via Microsoft Teams.

Present

Te Poari Akoranga Members

Megan Gibbons (Co-Chair)

Kieran Hewitson (Co-Chair)

Michael Alford

Linda Aumua

Fiona Beals

Te Urikore Biddle

Glynnis Brook

Mary-Liz Broadley

Te Wai Collins

Henry Geary

Annemarie Gillies

Diane Lithgow

Megan Gibbons chaired the meeting.

In Attendance

Jeanette Fifield, Academic Governance Coordinator, Te Pūkenga.

Tagaloatele Peggy Fairbairn-Dunlop, Council member, Te Pūkenga (to act as an observer and advisor, where appropriate).

Quorum

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

1. Karakia Tīmatanga

The Chair welcomed everyone to the meeting and opened the meeting with a karakia.

2. Welcome / Apologies

The Chair noted apologies received from P Fairbairn-Dunlop (Open session), D Pouwhare, J Te Hira, D Young.

3. Administration

3.1 Te Poari Akoranga Calendar and Schedule of Committees 2023

Received for information. Calendar update for the scheduled meeting on 14 June 2023.

The Chair thanked the members for their attendance at the face-to-face wananga held in Wellington.

It was agreed to schedule face-to-face quarterly Te Poari Akoranga meetings – July and October 2023. It was agreed to hold meetings in regions where the members are able to fly in and out on the meeting day. The face-to-face meeting in July will be held in Auckland (MIT, Ōtara campus) and the October meeting in Christchurch (Ara | Te Pūkenga).

Actions:

1. J Fifield will update the calendar appointments with the face-to-face meetings and locations.
2. L Aumua will organise the room booking at Manukau Institute of Technology | Te Pūkenga Otara campus for the July meeting.
3. G Brook will organise the room booking at Ara | Te Pūkenga for the October meeting.

3.2 Te Poari Akoranga | Ohu Whakahaere o te Poari Akoranga

Membership list received for information.

**3.3 Open Minutes of the Previous Meeting
Scheduled meeting – 22 February 2023**

Resolution:

Te Poari Akoranga approved the minutes of the open meeting of Te Poari Akoranga held on 22 February 2023, as a true and accurate record of the meeting.

Moved: K Hewitson

Seconded: H Geary

CARRIED

3.4 Matters Arising

- clarification to the Minutes of the last meeting Item 4. Te Pūkenga Council Report Update – Correct - bullet point 1 *Council commended the suite of nursing degrees for submission to NZQA*
- D Lithgow, F Beals and G Brook will work together to draft a request to send to the programme development team to provide Te Poari Akoranga with a written report:
 - how are the development team providing assurance that there is a robust system in place prior to submission of programme approvals to Te Ohu Whakahaere Approvals?

Action:

For information: G Brook will send a copy of Ara | Te Pūkenga programme tracking sheet to D Lithgow.

- G Brook will present some dates to ngā ohu co-chairs to meet face-to-face to discuss the interdependencies between ngā ohu Whakahaere and the landscape, moving forward

4.1. Open minutes (draft) from Te Poari Akoranga held 10 May 2023

- timeline for Entry Requirements project – Information and data collation has begun and planning the next steps is in progress (M Gibbons, F Moyer)
- clarification of Te Poari Akoranga's involvement in the NZQA 2023 EER for Te Pūkenga central. The members were informed NZQA have requested that self-assessment of particular practices and where Te Poari Akoranga are at in relation to self-evaluation.. The visit is planned for the end of September 2023 and will include other areas. Further work on the approach will be considered. F Moyer is submitting a paper to Te Ohu Whakahaere Quality at their next meeting. Te Poari Akoranga will also receive the paper for information.

Action:

M Gibbons will include clear communications in her academic update to the network of the NZQA self-assessment visit.

4. Te Pūkenga Council Report Update

No update.

5. Ohu Whakahaere o Te Poari Akoranga

5.1 Te Ohu Whakahaere Quality

5.1.1 Draft minutes of the meeting held on 12 April 2023.

The members received the draft minutes of the meeting held on 12 April 2023. The minutes will be approved at the scheduled meeting of Te Ohu Whakahaere Quality on 18 May 2023.

5.2 Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

The members received a verbal update which included:

- scheduled meeting of te ohu held on 9 May 2023
 - The members raised serious concern in relation to rangahau and research particularly with the delay of a structure
 - If the situation continues the viability of research may be at risk across the network
 - There has been no operational side from ACLS (formerly ADI) so it hasn't had a visible presence in Te Pūkenga national office.
 - The members noted attrition within research offices across the network
- M Gibbons is meeting with te ohu members on 25 May 2023
 - day-to-day functioning of the research offices
 - a transition plan for core research functions
 - core messaging in relation to operational guidance for ethics
 - clarification of what is happening operationally with external research grants
 - concern re PBRF and the operational support required
 - clarification of business divisions research office delegations. Delegations will be released to business divisions soon which will provide clarification and assist in decision making.

Discussion included:

- supporting emerging researchers in business divisions
- integrating WBL research staff in future research discussions
- encourage short term gains, attendance at research symposiums both local and nationally
- support for the development of a long-term strategy to keep kaimahi invested and engaged with research
- taking time to design to get the functions right
- research will continue in the regions and current locations and continue to be supported in the way it has been.

5.2.1 Draft minutes of the scheduled meeting held on 4 April 2023

The members received the draft minutes of the meeting held on 4 April 2023. The minutes were approved at the scheduled meeting of Te Ohu Whakahaere Rangahau, Māori Research and Postgraduate on 9 May 2023.

5.3 Te Ohu Whakahaere Approvals

The members received a verbal update.

- te ohu now have a full complement of membership
- D Lithgow acknowledged the caliber of knowledge and skills brought by the new members who have hit the ground running.

Discussion included:

- Te Poari Akoranga commend the themes captured in the minutes, in particular the lack of robust consultation
- it was recommended resolutions pending approval where actions are still required be approved pending changes that have been identified; conditional approval
- support the recommendation for implementing work based learning and future programme design. Future discussions are supported in relation to innovation and multiple-flex modes of delivery in programme design. Acknowledge the current funding system (TEC) does not allow for multi-modes of delivery.

5.3.2 Draft minutes of the meeting held on 19 April 2023

The members received the draft minutes of the meeting held on 19 April 2023. The minutes will be approved at the scheduled meeting of Te Ohu Whakahaere Approvals on 17 May 2023.

STANDING ITEM

Te Ohu Whakahaere Approvals – List of programmes approved by NZQA

Actions:

1. D Lithgow, F Beals and G Brook will work together to draft a request to send to the programme development team to provide Te Poari Akoranga with a written report:
 - how are the development team providing assurance that there is a robust system in place prior to submission of programme approvals to Te Ohu Whakahaere Approvals?

2. Recommend the development team reach out to the network to seek support from existing staff with expertise and specialist knowledge in this space and to share the workload.
3. D Lithgow et al will send the proposed request to the members by email for acceptance. Te Poari Akoranga Co-chairs will send the request to the development team on behalf of Te Poari Akoranga.

5.4 Te Ohu Whakahaere Academic Appeals

Deferred to the Closed session.

5.5 Te Ohu Whakahaere Ako

The members received a verbal update.

- co-chairs shared the ToR feedback from Te Poari Akoranga. Revisions will be formalised by te ohu by end of June 2023
- co-chairs confidence re: face-to-face wananga and the direction and scope of te ohu to provide assurance in teaching and learning delivery
- te ohu have agreed to submit a collective and considered submission on the organisational design when it is released for consultation on 12 June 2023
- seek approval from M Gibbons to organise a face-to-face te ohu whakahaere wananga to continue development of ToRs, map out the ohu dependencies, review initiatives that will sit with te ohu and work on the organisational design submission
- socialising te ohu with the network – Te Whare or a central space
- propose a central Academic Governance email address as a repository where the network can connect, share correspondence and enquiry about items of relevant interest, for Te Poari Akoranga consideration
- cognisant of the uncertain landscape for kaimahi until the organisational design has stood-up
- membership vacancies – two workbased learners (work based learning knowledge and experience in what mātauranga Māori looks like in a work)
- next scheduled meeting of te ohu 25 May 2023.

Actions:

1. Te Poari Akoranga to give further thought to work based learning kaimahi/colleagues who may fit te ohu ToR membership and encourage them to contact M Alsford and T Collins.
2. M Alsford and T Collins to seek approval from M Gibbons re: te ohu face-to-face meeting/wananga.

5.5.1 Draft minutes of the meeting held on 13 April 2023

The members received the draft minutes of the meeting held on 13 April 2023. The minutes will be approved at the next scheduled meeting on 25 May 2023.

5.6 Te Ohu Whakahaere Ōritetanga

The members received a verbal update.

- Te ohu members have asked a question of Te Poari Akoranga re: self-assessment exercise and applying the expectations detailed in the CQI policy against the work that Te Poari Akoranga are doing, along with te ohu, for example how are we enabling inclusivity and equity; how do our systems, processes and practices reflect Te Tiriti? How are we embedding continuous improvement mahi inside te ohu and Te Poari Akoranga as it relates to Te Tiriti and equity?
- presentations received from LEEA (M McGeady), Te Tiriti Outcomes (J Kapa)
- Pacific strategy in development
- continue to develop member capability to understand the strategic direction and priorities of Te Pūkenga
- development of ohu mapping document – ToRs focussed, including casting a quality lens over key areas identified. capability, responsive practices, wellbeing and outcomes
- language within the ToRs are currently being reviewed by te ohu to ensure the adoption of words, for example kaitiaki, is acceptable
- next scheduled meeting of te ohu is 12 June 2023.

Discussion included:

- oversight and confidence of the work being undertaken, and the reporting process (both up and down)
- synergy between ngā ohu and relationships with other groups
- workflow planning and clarity of timelines throughout operational processes of what we do and how we do it.

Action:

J Fifield will send the mapping document to Te Poari Akoranga, for information.

6. Next scheduled meeting

Wednesday, 14 June 2023, 9am-3pm, online via Microsoft Teams.

7. Formal Motion for Moving into the Closed session

The Chair moved the formal motion to move into the Closed session.

Resolution:

IT WAS RESOLVED THAT TO THE EXTENT THAT THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 (LGOIMA) MAY APPLY, THE PUBLIC BE EXCLUDED FROM THE CLOSED SESSION OF THE MEETING IN ACCORDANCE WITH SECTION 48(1) OF LGOIMA AND THE PARTICULAR INTERESTS PROTECTED BY SECTION 9 OF THE OFFICIAL INFORMATION ACT 1982 (SPECIFICALLY, TO PROTECT THE PRIVACY OF NATURAL PERSONS AND TO PROTECT INFORMATION WHERE THE MAKING AVAILABLE OF SUCH INFORMATION WOULD BE LIKELY UNREASONABLY TO PREJUDICE THE COMMERCIAL POSITION OF TE PŪKENGA, WHICH WOULD BE PREJUDICED BY THE HOLDING OF THE RELEVANT PARTS OF THE PROCEEDINGS OF THE MEETING IN PUBLIC.

Moved: M Gibbons
Seconded: K Hewitson
CARRIED

The Open session closed at 11.15am.

Actions from this meeting - Open			
	Detail	Owner	Due Date
1005-3.1	<p>Calendar and scheduled of meetings</p> <ol style="list-style-type: none"> J Fifiel will update the calendar appointments with the face-to-face meetings and locations. L Aumua will organise the room booking at Manukau Institute of Technology Te Pūkenga Otara campus for the July meeting. G Brook will organise the room booking at Ara Te Pūkenga for the October meeting. 	JF LA GB	June 2023
1005-3.4	<p>Matters Arising</p> <ol style="list-style-type: none"> For information: G Brook will send a copy of Ara Te Pūkenga programme tracking sheet to D Lithgow. M Gibbons will include clear communications in her academic update to the network of the NZQA self-assessment visit. 	GB/DL MG	May 2023
1005-11.2	<p>Standing Item – List of Approvals</p> <ol style="list-style-type: none"> D Lithgow, F Beals and G Brook will work together to draft a request to send to the programme development team to provide Te Poari Akoranga with a written report: <ul style="list-style-type: none"> how are the development team providing assurance that there is a robust system in place prior to submission of programme approvals to Te Ohu Whakahaere Approvals? Recommend the development team reach out to the network to seek support from existing staff with expertise and specialist knowledge in this space and to share the workload. D Lithgow et al will send the proposed request to the members by email for acceptance. Te Poari Akoranga Co-chairs will send the request to the development team on behalf of Te Poari Akoranga. 	DL/FB/GB	May/June 2023
1005-5.5	<p>Te Ohu Whakahaere Ako</p> <ol style="list-style-type: none"> Te Poari Akoranga to give further thought to work based learning kaimahi/colleagues who may fit te ohu ToR membership and encourage them to contact M Alsford and T Collins. M Alsford and T Collins to seek approval from M Gibbons re: te ohu face-to-face meeting/wananga. 	TPA MA/TC	June 2023
1005-5.6	<p>Te Ohu Whakahaere Ōritetanga</p> <p>J Fifiel will send the mapping document to Te Poari Akoranga, for information.</p>	TB/JF	May 2023

5. Correspondence



16 May 2023

Murray Strong
Chair
Te Pūkenga
PO Box 19400
Hamilton 3244

By email: Murray.Strong@tepukenqa.ac.nz

Dear Murray

Letter of Expectations for Te Pūkenga

I am writing to confirm the Government's expectations for Te Pūkenga and the priorities for the next 12 months. This letter replaces the letter of expectations (LoE) that was sent to you on 22 July 2020.

Overall progress has been slower than anticipated over the past three years. However, I would like to acknowledge that Te Pūkenga has now transitioned all former institute of technology and polytechnic subsidiaries and the arranging training function from nine transitional industry training organisations into Te Pūkenga. It has also established core capabilities, appointed a permanent executive team, and is in the process of implementing its new organisation design and operating model. The challenge for Te Pūkenga over the coming period is to move from an establishment phase to transformation so that the benefits of this new model can be realised for students, staff, industry, and communities.

Te Pūkenga's enduring expectations are set out in its Charter

Schedule 13 of the Education and Training Act 2020 sets out Te Pūkenga's Charter, which provides the enduring expectations that Te Pūkenga must give effect to. These requirements include, but are not limited to, being responsive to the needs of all regions and their learners, industries, employers, and communities; operating in a way that empowers learners and staff and to develop meaningful partnerships with industry, communities, and Māori; and ensuring its governance, management and operations give effect to Te Tiriti o Waitangi.

I expect Te Pūkenga to deliver on the following three strategic priorities

To support Te Pūkenga to deliver on its Charter, I have outlined three strategic priorities which I expect to drive with urgency Te Pūkenga's focus and delivery over the next 12 months. I request that you meet with me following receipt of this letter to provide assurances on how these priorities will be implemented.

1. *Delivering quality education and training for all learners*

The purpose of the reforms is to create a unified, sustainable, network of regionally accessible tertiary education. The objective is that Te Pūkenga responds to regional need more comprehensively and that there is a stronger focus on delivering better outcomes for learners that have historically been underserved.

I expect Te Pūkenga to continue to focus on providing equitable educational outcomes for all learners, and to progress its whole-of-organisational approach to learner success. Te Pūkenga has undertaken a range of high-quality work on how to improve learner success. The

key is to now incorporate this work into the new operating model and deliver tangible benefits for learners. I expect Te Pūkenga to prioritise initiatives which have the biggest impact on improving outcomes and focus on ensuring they are delivered successfully. This will require close monitoring and evaluation of the success of these initiatives as well as working closely with the Tertiary Education Commission (TEC) and other key stakeholders.

Progress has been made on the unification of programmes towards single, standard national qualifications, and I expect this work to continue at pace. To support this work, Te Pūkenga must develop strong working relationships with workforce development councils and regional skills leadership groups to ensure programmes meet the needs of learners, employers, and regions.

I expect Te Pūkenga to prioritise the development and implementation of its new organisation structure and operating model to deliver better options and outcomes for learners, industry, and regions. At the core of this work is the integration of work-based, campus-based, and online education and training. Te Pūkenga must bring together two different systems and create a new model that is not simply the merger of 25 organisations, but one that delivers on the objectives of the reforms.

I expect Te Pūkenga to work closely with its staff, learners, Māori, employers, and communities to ensure the new operating model meets their needs. This includes progressing work under Te Pae Tawhiti and growing partnerships with iwi as part of delivering success for Māori learners and providing a cohesive and integrated education and training network for iwi, hapū and whānau. To maintain stakeholder support and trust, it will require genuine engagement at both a national and local level, and for Te Pūkenga to provide evidence of progress towards new ways of operating. The key vision for Te Pūkenga remains the development of a national network that enables learners to transition seamlessly between delivery sites and educational modes, and be a true partner to employers and industries, operating both nationally and locally.

2. *Develop a plan towards financial sustainability including a viable operating model*

Te Pūkenga's current financial performance remains poor with a draft deficit of \$86 million reported in 2022 and another large deficit forecast in 2023. The overall situation regarding Te Pūkenga's financial performance has become critical. While some actions are being implemented and assessed to address the deficit in 2023, a clear strategy and plan is needed around how Te Pūkenga will move towards a financially sustainable and resilient operating model. My expectations are that:

- a financial strategy is completed and shared with the Tertiary Education Commission (TEC) by 30 June 2023, as required by Te Pūkenga's borrowing consent, which sets out how Te Pūkenga will become financially sustainable over the medium-term (3 to 5 years) with a series of short- and medium-term goals accompanied by suitable performance measures.
- a detailed, prioritised financial plan is completed and shared with the TEC by 31 July 2023, which clearly sets out the actions that will be undertaken over the short-term (1 to 2 years), when they will be implemented, and who is accountable for delivering them. This plan should be closely aligned with the financial strategy and Te Pūkenga's overall transformation roadmap.
- a clear plan is provided to me as soon as practicable that outlines how the operating model will be implemented to ensure it is viable, fit-for-purpose, and delivers on the Charter. There is currently a lack of clarity on how key parts of the operating model will work in practice and whether it will be affordable. Furthermore, information is spread across several key documents. I would like to see these come together as part of a single, cohesive transformation roadmap.

I expect Te Pūkenga to consider all options available to it as part of moving towards financial sustainability and explore how it will improve resilience in the future so that it can be sustainable across all parts of the business cycle, with greater flexibility for learners to move between on-job and off job learning. I expect Te Pūkenga to work closely and openly with the TEC on this work, and regularly review its financial plan, updating it as required.

It is important that the financial implications are considered as part of all decisions being made by Te Pūkenga, particularly with regards to its new organisation design and operating model. Without a solid financial base, many of the wider benefits the Government wants to see Te Pūkenga deliver cannot be achieved. However, these decisions come with trade-offs that Te Pūkenga will need to carefully manage. The Government has increased the amount of funding that it provides to Te Pūkenga through the unified funding system, and my expectation is that this translates into better outcomes for learners and employers.

3. *Strong leadership and governance*

For Te Pūkenga to be a success, it is critical that the Council demonstrates strong leadership. There are major decisions to be made over the next two years, and it is important that the Council is getting the information it needs to make good decisions and provide clear guidance to management. Given the size and complexity of the transformation programme, this will be as much about deciding what to stop doing as it is about making decisions about what to do.

I am aware that the development of the new organisation structure and operating model will require some difficult trade-offs. Te Pūkenga must balance the need to ensure its future operating model is financially sustainable, that its implementation is achievable, and that it will deliver on the Charter. This highlights the need for strong governance and robust decision-making, and I expect the Council to be decisive as it works through these trade-offs. The Council and management must ensure that this work is well-planned and appropriately resourced with realistic and achievable implementation timelines, and best-practice controls over these. Te Pūkenga must also ensure that it communicates clearly to staff and stakeholders on how the new operating model will work in practise and the pathway to implementation.

It is important that management and Council understand the current challenges Te Pūkenga is facing and have a clear commitment on the way forward. Communicating the future vision of Te Pūkenga, how it will operate in future, and when changes will be made, is crucial to provide staff with certainty and improve overall morale. The absence of a roadmap to guide Te Pūkenga's transformation activity remains a key issue, and one that has been raised in various reviews and by the TEC. I expect that a clear, fit-for-purpose roadmap with well-defined targets and milestones is put in place to guide Te Pūkenga's work programme. I expect this roadmap to be shared with me and the TEC by 31 July 2023 so that Te Pūkenga can be held to account for the progress it is making.

With a roadmap in place, I expect the Council to provide clear direction to the Chief Executive and his management team on the priorities and hold them to account for their performance.

To deliver on the new operating model and achieve the objectives of the reforms, it will require many staff to operate in different ways to their current roles. It will also require significant cultural change, and I expect Te Pūkenga's leadership to put in place arrangements and processes which continue the movement towards operating as a single network and the development of a positive culture for staff as well as one that allows it to be an effective partner for learners, employers, Māori, and communities.

Te Pūkenga has committed to putting learners at the centre of its decision making and

operating model, and it must now start to deliver on that commitment. I expect Te Pūkenga's leadership to work closely with learners – as well as staff and Māori – to ensure they feel empowered to actively participate in the design and implementation of Te Pūkenga's new operating model as well as other processes and services. Central to this is ensuring a strong relationship between the Council and its three statutory advisory committees, including clarity on how their work is influencing decisions.

It is important that there is a strong focus on putting in place appropriate and fit-for purpose programme management and governance structures. This is a complex transformation, which requires strong oversight and clear accountability and decision-making rights. To oversee the IT systems integration, I expect Te Pūkenga to utilise external expertise in its governance structures given the specialised and complex nature of the programme of work. It will be particularly important that Te Pūkenga focuses on value for money and ensuring projects are delivered within budget.

I expect the Council to regularly review its performance and structures to ensure they are fit-for-purpose and decision making is effective. This should involve regular external reviews of its transformation and an annual effectiveness review of the Council, with the results of those reviews shared with myself and the TEC.

Next steps

I look forward to discussing these priorities further at our next meeting and receiving an update on when I can expect greater clarity on the operating model and the transformation roadmap.

I expect the LoE to be appropriately responded to through the statutory strategic documents that Te Pūkenga plan to develop for 2024, which include its annual Statement of Performance Expectations and a revised Statement of Intent for the 2024 to 2027 period. However, in the interim, I expect to see tangible progress made against this LoE through the regular reporting I receive from Te Pūkenga and the TEC, with assurances that performance and risks are being well managed. The LoE should also form the basis of regular collaborative and open engagement with the TEC and the Ministry of Education over the next year and beyond.

Yours sincerely



Jan Tinetti
Minister of Education

Cc Peter Winder, Chief Executive, Te Pūkenga
Tim Fowler, Chief Executive, Tertiary Education Commission

30 May 2023

Te Pūkenga Council

Tabled at Te Pūkenga Council meeting Wednesday June 7, 2023

Re: Concerns on representation model for the Learner Advisory Committee

We, the Interim Learner Advisory Committee (ILAC) members table our concerns regarding the Council's recent decision made at its 5 April 2023 meeting on the representation model for council's Learner Advisory Committee and Kaimahi Advisory Committee.

According to the Education and Training Act 2020 (s321(1)), the Minister of Education has overall responsibility to ensure (as far as possible) that the makeup of Te Pūkenga Council reflects the ethnic, gender, and socio-economic diversity, and the diversity of abilities, of New Zealand's population; and the fact that New Zealand is made up of a number of regions. This indicates a level of accountability on the part of Council to the Minister for their selection of the learner council members. For this reason, a copy of this letter is supplied to the Minister.

Te Pūkenga as an organisation promotes the following outcomes:

- Gives effect to Te Tiriti o Waitangi in all that it does
- Provides exceptional learners experiences and equitable outcomes for Māori
- Is learner-centred, recognising the diverse and unique needs of all learners, with a focus on the unmet needs of Māori, Pacific and disabled learners, and staff, to empower diversity, belonging and wellbeing.

Under the Education and Training Act 2020, the learner advisory committee must be consulted by Council on strategic matters (s325) and consider any other advice given to it be the committee (s326). This is reflected in the Terms of Reference for ILAC.

The Learner Advisory Committee under the Education Training Act (s326(1a)) is required to have at least one representative from each regional division of Te Pūkenga.

Although Council's decision delivers the minimum requirement under the legislation, ILAC prefers to deliver more strongly against the equity mandate of Te Pūkenga.

Council decided at its meeting on May 3, 2023, that the Learner Advisory Committee representation will consist of regional representatives only. ILAC's representation report was ready in November 2022, yet not received by Council until May 2023.

Council decision regarding committee composition:

Group	Composition
Executive management	i. an eight-member committee comprising the top two polling candidates from each region; and ii. Option to co-opt non-voting representatives of learner / kaimahi groups as required to provide advice to the Advisory Committee for example, Māori, Pasifika, Disabled, LGBTQI+ representatives.

The composition of LAC (as recommended by Te Pūkenga Exec Management and decided by Council) focuses on simplicity and low risk. However, the Council's decision to go with this option is unlikely to ensure diverse learner voice and representation is informing the strategic direction of Te Pūkenga. Further, this decision is contrary to its published position in [Te Pūkenga What You Can Expect](#); the advice of ILAC; and council's own Appointments and Remuneration Committee.

ILAC is concerned that the Council approved committee composition does not sufficiently reflect the needs and interests of diverse learner communities, nor does it adequately reflect outcomes required under the legislation and Charter.

ILAC are particularly concerned that the committee structure decided by Council does not allow for the participation of diverse learner communities e.g., Māori, Pacific, disabled, international, LGBTQIA+, and Work-based learners in the elections process. This means these often underserved and underheard communities will not see themselves directly reflected in a representation model that is built solely on regional representation. This is of particular concern when currently there is little understanding of Te Pūkenga regions and what they mean for learners.

ILAC would like Council to reconsider their decision and proposes that Council considers the following committee composition instead:

Group	Recommendation
Interim Learner Advisory Committee	Eight Members consisting of: <ul style="list-style-type: none"> i. One representative elected from each region by the learner community of each region, and ii. One representative elected from a national pool of candidates for each of the following learner groups: <ul style="list-style-type: none"> · Māori · Pasifika · Disabled · International With an option to co-opt: <ul style="list-style-type: none"> · LGBTQIA+ · Work-based Learner

ILAC believe there is strength in diversity and value in taking an inclusive approach. ILAC has provided for representation of diverse learner communities in its interim committee composition and this approach has been recognised within the public service, though a Public Service Commissions Governance award nomination.

ILAC is concerned that Councils' decision excludes Māori, Pacific, disabled, LGBTQIA+, work-based and international learner representation as full and voting members of LAC. A co-opting mechanism does not provide for diverse representation. It does not allow for underserved learners to have an elected representative who is able to voice their needs and aspirations and contribute fully to the strategic advice provided by the Learner Advisory Committee.

Māori representation

Given the commitment Te Pūkenga makes to honouring Te Tiriti o Waitangi we note the absence of Māori representation in the committee model agreed by Council. This is a particular area of concern for ILAC.

ILAC are disappointed that the Council did not fully consider and discuss ILACs recommendations on what a robust, diverse, and inclusive representation model could look like. The other two options considered by council were not offered for ILAC's consideration. ILAC don't believe they meet the minimum for our underserved learners.

Our recommended committee structure is aimed at meeting the obligation of ensuring Te Pūkenga governance gives effect to Te Tiriti (as set out in the Charter) and aligns with item 4 (a) of the Charter: ākongā are empowered to influence academic, non-academic, and well-being matters and matters relating to the organisation's practices and services.

ILAC considers that representation for the Learner Advisory Committee should, as a minimum, provide for full membership for Māori, Pacific, disabled and international learners as well as provision for the voice of work-based learners and LGBTQIA+, as it currently does under the interim structure.

In conclusion, we urge the Council to reconsider their decision and adopt the committee model proposed by ILAC, which allows for meaningful, equitable and diverse representation for all members of our learner community. We believe that by working together, we can find solutions that reflect the needs and interests of all.

Thank you for your attention to this matter.

Sincerely,

Debrah Matene

x *[Signature]* 31/5/23



The Co-Chairs of ILAC on behalf of:

Co-Chair Tangata Tiriti/Co-Chair Māori ; Member Disabled; Member LGBTQIA+ ; Member Māori

C.c: Hon. Jan Tinetti Minister of Education

6. Any other business (open)

7. Resolution to exclude the public

For Approval

Presented by Murray Strong

Te Pūkenga Council Meeting

3. Resolution to exclude the public

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) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) 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 and the reason for passing the resolution in relation to each matter are as follows:

Item	General subject of each matter to be considered	Section(s)
8.	Administration	
8.1.	Minutes (draft) from public excluded meeting held 3 May 2023 (ordinary meeting)	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
8.2.	Confidential action list	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
9.	Monthly reports	
5.1.	Chief Executive's report	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
5.2.	Wellbeing and Safety monthly report	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
5.3.	Operational risk	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
10.	Financial reports	
10.1.	Te Pūkenga Financial Report – April 2023	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA

7. Resolution to exclude the public

Item	General subject of each matter to be considered	Section(s)
10.2.	Financial Strategy	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.3.	2023 Financial Forecast	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.4.	10 Udy Street, Petone – Sale and Purchase Agreement	Section 9(2)(i) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
11.	Strategy	
11.1.	Investment plan update	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
11.2.	Response to updated letter of expectations	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
11.3.	Transformation update	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
12.	Risk and compliance	
12.1.	Pastoral Code Self Report	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
13.	High priority buildings programme	
13.1.	Reappointment of Cecily Zhou to Interim Learner Advisory Committee	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.2.	Changes to Advisory Committee members	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA

7. Resolution to exclude the public

Item	General subject of each matter to be considered	Section(s)
13.3.	Report from Appointment and Remuneration Committee held 4 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.4.	Minutes from Interim Kaimahi Advisory Committee held 5 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.5.	Closed minutes (draft) from Te Poari Akoranga held 10 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.6.	Report and minutes from Komiti Māori held 11 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.7.	Report and recommendations from Finance and Capital Investment Committee held 31 May 2023	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
16.	Any other closed business	Section 9(2)(a) OIA Section 9(2)(i) OIA Section 9(2)(g)(i) OIA

7. Resolution to exclude the public

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(g)(i) OIA	To 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)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable the organisation to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

The Chair will also move that certain employees from Te Pūkenga 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.