



Te Pūkenga Council Meeting

Date	Monday, 29 August 2022	
Time	12.30 pm	
Venue	Zoom	
Council Members	Murray Strong (Chairperson)	Kim Ngārimu (Deputy Chairperson)
	Maryann Geddes	Kathy Grant
	Sam Huggard	Tania Hodges
	John Brockies	Tagaloatele Peggy Fairbairn-Dunlop
	Teorongonui Josie Keelan	Heath Sawyer
	Jordan Gush	

Open Agenda

1. Welcome/Apologies/Notices
2. **Administration**
 - 2.1. Council Calendar and Schedule of Committees
 - 2.2. Register of Interests
Minutes (draft) of the meetings held
 - 2.3.
 - 19 July 2022 (ordinary meeting)
 - 8 August 2022 (extraordinary meeting)
 - 2.3.1. Matters Arising
 - 2.4. Action List - Open
3. Chief Executive's Report (Verbal)
4. **Strategy**
 - 4.1. Te Pae Tawhiti Subsidiary Action Plan Quarterly Reporting Q2
5. **Reports from Committees**
 - 5.1. Te Poari Akoranga – Report from open Poari Akoranga meeting held 10 August 2022 and 29 June 2022
 - 5.2. Report from Interim Kaimahi Committee and Minutes 28 July 2022
 - 5.3. Report (Q2) from Interim Learner Committee and Minutes of meeting held 2 June 2022 and 5 July 2022

- 5.4. Report from Komiti Māori and Minutes of meeting held 16 June and 21 July 2022
- 6. Correspondence
 - 6.1. Funding agreement between the Crown and Te Pūkenga
- 7. *Formal Motion for Moving into Committee*

Closed Agenda

- 8. **Administration**
 - 8.1. Minutes (draft) from public excluded meetings held:
 - 19 July 2022 (ordinary meeting)
 - 8 August 2022 (extraordinary meeting)
 - 8.1.1. Matters Arising
 - 8.2. Action List - Confidential
- 9. Acting Chief Executive's Report (Verbal)
- 10. **Partnering and Engagement**
 - 10.1. TEU and TIASA
- 11. **Strategy**
 - 11.1. Te Pūkenga Initial Sustainability Programme
- 12. **Financial Reports**
 - 12.1. Te Pūkenga Financial July Report and Forecast 2022
 - 12.2. Banking Arrangements
 - 12.3. Crown Financial Information Systems
- 13. **Risk and Compliance**
 - 13.1. Report on National Policy Development
- 14. **Subsidiaries**
 - 14.1. WBL Director Appointments
 - 14.2. Dissolution of Residual ITP Subsidiaries
 - 14.3. OPAIC

15. **Reports from Committees**

15.1. Te Poari Akoranga – Minutes from closed Te Poari Akoranga meeting held 10 August 2022 and 29 June 2022

15.2. Report (Q2) from Interim Learner Committee and Minutes of meeting held 2 June 2022 and 5 July 2022

15.3. Report from Komiti Māori and Minutes of meeting held 16 June and 21 July 2022

15.4. Transformation Committee Minutes:

- 2 August 2022
- 14 July 2022

15.5. Appointment and Remuneration Committee

- Draft minutes 1 August 2022
- Resolution Wintec Trust

16. Any Other Business

Formal motion for moving out of Committee

1. Welcome/Apologies/Notices

2. Administration

**2022 Schedule of Committees of Te Pūkenga Council
As at 29 August 2022**

Risk and Audit Committee

Name	Role	Meeting Dates
1. John Brockies	Chair	24 February 2022
2. Kathy Grant	Member	21 April 2022
3. Sam Huggard	Member	28 April 2022
4. Murray Strong	Member	05 July 2022
5. Kim Ngarimu	Member	20 October 2022
		8 November 2022

Finance and Capital Investment Committee

Name	Role	Meeting Dates
1. Kathy Grant	Chair	23 February 2022
2. Tania Hodges	Member (ex-Officio)	13 April 2022
3. Murray Strong	Member	12 July 2022
4. John Brockies	Member	13 September 2022
5. Josie Keelan	Member	1 November 2022
		6 December 2022

Health, Safety and Wellbeing Committee

Name	Role	Meeting Dates
1. Sam Huggard	Chair	10 February 2022
2. Peggy Fairbairn-Dunlop	Member	10 May 2022
3. Maryann Geddes	Member	22 July 2022 to be rescheduled
4. Murray Strong	Member	18 October 2022
5. Josie Keelan	Member	
6. Heath Sawyer	Member	

Appointment and Remuneration Committee

Name	Role	Meeting Dates
1. Maryann Geddes	Chair	4 March 2022
2. Kim Ngarimu	Member	1 April 2022
3. Murray Strong	Member	4 July 2022
		26 September 2022
		8 November 2022

Transformation Committee

Name	Role	Meeting Dates
1. Murray Jack	Chair	5 April 2022
2. Sir Brian Roche	Member	10 May 2022
3. Murray Strong	Member	30 May 2022
4. Kim Ngārimu	Member	12 July 2022
5. John Brockies	Member	19 August 2022
		2 September 2022
		17 October 2022
		14 November 2022
		13 December 2022

Interim Kaimahi Advisory Committee (IKAC)

Name	Role	Meeting Dates
1. Heath Sawyer	Co-Chair	10 February 2022
2. Nippy Paea	Co-Chair	22 March 2022
3. Andrea Armstrong	Member	4 May 2022
4. Ang Cooper	Member	15 June 2022
5. Barry Paterson	Member	28 July 2022
6. Bill Rogers	Member	5 September 2022
7. Craig Ludlow	Member	18 October 2022
8. Henry Ma'alo	Member	30 November 2022
9. Ian MacDonald	Member	TBC December 2022
10. Jessica Costall	Member	
11. Jody Takimoana	Member	
12. Linda Aumua	Member	
13. Mary-Liz Broadley	Member	
14. Ramari Raureti	Member	
15. Rhys Thurston	Member	
16. Scott Casley	Member	
17. Warwick Shillito	Member	
18. Keri Youngman	Member	

Interim Learner Advisory Committee (ILAC)

Name	Role	Meeting Dates
1. Jordan Gush	Co-Chair	1 February 2022
2. Dahrian Watene	Co-Chair	12 April 2022
3. Henry Geary	Member	2 June 2022
4. Lupe Kautoke	Member	16 August 2022
5. Nina Lee Griffith	Member	4 October 2022
6. Hamish Duncan	Member	TBC December 2022
7. Ezra Tamati	Member	
8. Skyla Flower	Member	
9. Cecily Zhou	Member	

Interim Māori Advisory Committee (Komiti Māori)

Name	Role	Meeting Dates
1. Teorongonui Josie Keelan	Co-Chair	20 January 2022
2. Bentham Ohia	Co-Chair	24 February 2022
3. Te Pūoho Kātene	Member	17 March 2022
4. Ramari Raureti	Member	21 April 2022
5. Glenda Taituha	Member	19 May 2022
6. Jasmine Te Hira	Member	16 June 2022
7. Dahrian Watene	Member (ILAC Rep)	21 July 2022
		18 August 2022
		15 September 2022
		20 October 2022
		17 November 2022
		TBC December 2022

Te Poari Akoranga

Name	Role	Meeting Dates
1. Angela Beaton	Co-Chair	9 February 2022
2. Jeanette Grace	Co-Chair	9 March 2022
3. Linda Aumua	Member (IKAC Rep)	13 April 2022
4. Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate)	18 May 2022
		29 June 2022
		27 July 2022 Special Meeting
		10 August 2022
5. TeUrikore Biddle	Member	21 September 2022
6. Mary-Liz Broadley	Member (IKAC Rep)	19 October 2022 TBC
7. Hamish Duncan	Member (ILAC Rep)	2 November 2022
8. Skyla Flowers	Member (ILAC Rep)	7 December 2022
9. Kieran Hewitson	Member (DCE Partnerships & Equity delegate)	
10. Kim Isherwood	Member (Co-Chair Te Ohu Whakahaere Quality)	
11. Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)	
12. Liz McKenzie	Member	
13. Doug Pouwhare	Member (Co-Chair Te Ohu Whakahaere Approvals)	
14. Deborah Young	Co-Member (Co-Chair Te Ohu Whakahaere Quality)	



Te Pūkenga Council

Register of Interests as at 29 August 2022

Name	Interest	Nature of Interest
Murray Strong Chairperson	Centre of Digital Excellence	Chairperson
	Tai Poutini Polytechnic Limited	Director
	The Open Polytechnic of New Zealand Limited	Director
	Southern Lakes Events Investment Panel	Independent Chairman
	Work Based Learning Limited (Te Pūkenga Subsidiary)	Director
	Digital Transformation Programme Board, New Dunedin Hospital, Southern District Health Board	Independent Chairman
Kim Ngārimu Deputy Chairperson	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, CE of Te Rūnanganui o Ngāti Porou, signatory to regional submissions on RoVE	Husband
	Northland Polytechnic Limited (NorthTec)	Director
	Eastern Institute of Technology Limited (EIT)	Director
	Tairāwhiti DHB Laundry Services	Chair
	NZ Healthcare Bidco and NZ Healthcare Holdco, operating as Evolution Health (from 30 June 2022)	Director
Mary-Ann Geddes Member	ServiceIQ	Director
	Ara Institute of Canterbury Limited (Ara)	Director
	Otago Polytechnic Limited	Director
	Southern Institute of Technology Limited (SIT)	Director
	Work Based Learning Limited (Te Pūkenga Subsidiary)	Director
Kathy Grant Member	Leslie Groves Home & Hospital	Person closely related Board member
	Dunedin Diocesan Trust Board	Person closely related Chair
	Nelson Marlborough Institute of Technology Limited (NMIT)	Director
	Wellington Institute of Technology Limited and Whitireia Community Polytechnic Limited	Director
	Central Lakes Trust (as from 1 December)	Trustee
	Southern Cross Health CLT Limited	Director
	Waitaki District Health Services Limited (from 1 March 2022)	Director
	OP Auckland International Campus Ltd (from 1 July 2022)	Director
Sam Huggard	350 Aotearoa Charitable Trust	Trustee
	Tai Poutini Polytechnic Limited (TPP)	Director



Te Pūkenga

Name	Interest	Nature of Interest
	Western Institute of Technology at Taranaki Limited (WITT)	Director
	Lottery Grants Board Community and Outdoor Safety Committees	Member
	Trade for All Ministerial Advisory Group	Member
	Universal College of Learning (UCOL) Limited	Member (ex Officio)
	NZEI Te Riu Roa	Employee
Tania Hodges Member	Digital Indigenous Ltd	Managing Director and Shareholder
	Whanau.com Trust	Trustee
	Waikato Tainui Koiora Strategy Panel	Independent Member
John Brockies Member	Branz Inc, Branz Ltd, Branz Pty Ltd	Director
	Resolve Group Ltd	Director
	Walworth Ltd	Director
	Waiari Project Advisory Board (Tauranga City Council)	Chair
	Civic Centre Group (Tauranga City Council)	Independent Chair
	Te Maunga Project Advisory Board (Tauranga City Council)	Chair
	Northland Polytechnic Limited (NorthTec)	Director
	Work Based Learning Limited (Te Pūkenga Subsidiary)	Director
Tagaloatele Dr Peggy Fairbairn-Dunlop Member	UNESCO National Commission	Commissioner
	Vinepa Trust	Director
Heath Sawyer Member	Nil	
Jordan Gush Member	Nil	
Teorongonui Josie Keelan Member	Unitec Institute of Technology	Student Supervisor (Masters) & Thesis Examiner



Te Pūkenga

Interests Declaration – All Members

Name	Interest	Nature of Interest	Date Notified
All Members	Deed of Indemnity executed on behalf of the Company (in the form approved by NZIST Council on 1 April 2020) indemnifying each Director in respect of the matters stipulated in the Deed.	Indemnified person, as defined in the Deed	1 April 2020



Pūrongo Kaunihera a Te Pūkenga

29 August 2022

Title:	Minutes of the Meeting held 19 July 2022 and 8 August 2022
Provided by:	Lynnette Brown – Council Secretary
For:	Approval

Recommendation

It is recommended that the Council:

1. Approve the minutes of Te Pūkenga Council meetings held on 19 July 2022 and 8 August 2022 as a true and correct record



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

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

Tuesday, 19 July 2022

Minutes

These are the open minutes of a meeting of Te Pūkenga Council held at 9.00 am on Wednesday, 19 July 2022 in the Long Room, Wintec, Hamilton and via Zoom videoconferencing

Council Members	Kim Ngārimu (Acting Chair) Maryann Geddes Sam Huggard John Brockies Teorongonui Josie Keelan Jordan Gush	Murray Strong Kathy Grant Tania Hodges Tagaloatele Peggy Fairbairn-Dunlop Heath Sawyer
In Attendance	Vaughan Payne – Deputy Chief Executive – Operations (Item 11.3 and 11.4 only) Phil O’Callaghan – Programme Business Case Lead (Item 10.1 only) Lynnette Brown - Council Secretary	Angela Beaton – Deputy Chief Executive – Academic Delivery and Innovation (Item 9.1 only) Richard Forgan – Deputy Chief Executive – Transformation Simon Karipa – Director - Governance
Apologies	Nil	

Quorum

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

Karakia

The meeting was opened with a karakia.

Open Minutes

- Welcome/Apologies/Notices**
The Deputy Chair welcomed everyone to the meeting and noted that there were no apologies.

2. **Administration**

2.1. **Council Calendar and Schedule of Committees**

Noted.

2.2. **Register of Interests**

The register of interests was noted and no conflicts with matters on the agenda were declared.

2.3. **Minutes (draft) of the meeting held:**

- Open meeting held 8 June 2022

Resolved:

The Council:

Approved the minutes of Te Pūkenga Council open meeting held on 8 June 2022 as a true and correct record.

Moved: K Grant

Seconded: T Hodges

CARRIED

2.3.1. **Matters Arising**

There were no matters arising from the minutes.

2.4. **Action List – Open**

The Council noted the Action List and there were no changes.

3. **Chief Executive’s Report (Verbal)**

The Interim Chief Executive noted that he had received a range of offers of support from across the network since the announcement of his interim appointment. Early focus has been to embark upon a due diligence process from which an action plan will be developed to address the significant issues facing Te Pūkenga.

The Council warmly welcomed Peter Winder to the role Interim Chief Executive and expressed their thanks for his willingness in helping address the current situation.

4. **Strategy**

4.1. **Learner Success & Equity Strategy Final**

The Council received the Learner Success and Equity Strategy Summary and noted that a detailed report has already been reviewed and finalised at the June meeting and the purpose of this report is to note the summary version for publication.

5. Reports from Committees

5.1. Te Poari Akoranga – Report from open Poari Akoranga meeting held 29 June 2022

- **Ako Framework Update and Recommendation to adopt a seal**

The Council received Te Poari Akoranga Report from its meeting held 29 June 2022 and recommendation to adopt a seal.

Feedback from Council noted the need to be mindful of financial considerations in terms of relational practice and look to using internal advisors to mitigate costs.

Resolved:

The Council:

- a. Received the report from Te Poari Akoranga meeting held online via Teams 29 June 2022; and
- b. Approved the proposal that Te Pūkenga adopts a seal, which is primarily used for graduation certificates, and is particularly important for degree and postgraduate qualifications; and
- c. Noted positive progress regarding the development of Te Pūkenga Ako Learning and Teaching Framework ahead of 2023.

Moved: K Grant

Seconded: M Strong

CARRIED

5.2. Report from Interim Kaimahi Committee and Minutes 5 May 2022

The Chair of the Committee advised that the Committee has been pleased with the improvement in communications between the Council and Management reflected in increased involvement in the integrated work plan and the Committee Work Plan.

Resolved:

The Council:

- a. Received the report; and
- b. Noted the confirmed open minutes (appendix 1) and meeting summary for the Interim Kaimahi Advisory Committee (IKAC) meeting that took place on 5 May 2022.

Moved: H Sawyer

Seconded: T Hodges

CARRIED

5.3. **Report from Interim Learner Committee and Minutes of meeting held 12 April 2022**

The Committee Chair noted that Cecily Zhou, an International Student was welcomed to her first meeting of the Committee.

Resolved:

The Council:

- a. Received the report; and
- b. Noted the confirmed open minutes (Appendix 1) and meeting summary for the 12 April 2022 Interim Learner Advisory Committee (ILAC) meeting.

Moved: J Gush

Seconded: T Hodges

CARRIED

5.4. **Report from Komiti Māori and Minutes of meeting held 19 May 2022**

The Komiti Chair noted that they have been meeting fortnightly with Te Pūkenga Partnerships and Equity team and members of the MILG.

Resolved:

The Council:

- a. Received the report; and
- b. Noted the confirmed open minutes (Appendix 1) and open meeting summary for Komiti Māori (Interim Māori Advisory Committee) meeting held on 19 May 2022.

Moved: K Ngārimu

Seconded: K Grant

CARRIED

6. **Formal Motion for Moving into Committee**

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
7.	Administration		
7.1.	Minutes from public excluded meeting held 6 July 2022, 8 June	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free	That the public conduct of this item would be likely to

	2022, 9 May 2022, 5 May 2022	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 unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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).
7.1.1.	Matters Arising	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 unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.2.	Action List	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.3.	Council Work Plan 2022	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 organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

7.4.	Terms of Reference (Draft) – Finance and Capital Investment Committee	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).
8.	Interim CE Report (Verbal Update)	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.	Strategy		
9.1.	Code of Ethical Conduct for Animal Use	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.	Financial Reports		
10.1.	Te Pūkenga Financial Report May 2022	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 organisation holding the information to carry out, without	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a

		prejudice or disadvantage, commercial activities	body to which LGOIMA applies).
11.	Subsidiaries		
11.1.	Subsidiary Borrowing Limits	<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).
11.2.	NorthTec Lease	<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).
11.3.	Process for Approval to Appoint Trustees and Directors to Te Pūkenga Entities	<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).
11.4.	Powers of Attorney	<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</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

		information to carry out, without prejudice or disadvantage, commercial activities	2 of LGOIMA, as a body to which LGOIMA applies).
12.	Reports from Committees		
12.1.	Risk and Audit Committee Meeting – Draft Minutes of Meeting held 6 July 2022	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.2.	Capital Asset Management and Infrastructure draft minutes 12 July 2022	<p>Section 9(2)(a) To protect the privacy of natural persons , including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.3.	Komiti Māori Closed Minutes from the meeting held 19 May 2022	<p>Section 9(2)(a) To protect the privacy of natural persons , including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.	Correspondence		
13.1.	Inwards – TEC Zero Fees for TTAF Students	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).
13.2.	Inwards – Open Polytechnic	<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>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

The Chair also moved that certain employees from Te Pūkenga, namely Vaughan Payne, Angela Beaton, Richard Forgan, Simon Karipa, and Lynnette Brown, be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

Also, Phil O’Callaghan will join the meeting to speak to specific items.

Moved: T Hodges
Seconded: K Grant
CARRIED

The meeting open session closed at 9.20 am and moved into the closed session.



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

Minutes of an Extraordinary meeting of the Council of Te Pūkenga (the Council)

Monday and Thursday, 8 and 10 August 2022

Minutes

These are the open minutes of a meeting of Te Pūkenga Council held at 4.30 pm on Monday 8 August and at 5pm on Thursday, 10 August 2022 via Zoom videoconferencing

Present:

Council	Murray Strong (Chairperson)	Kim Ngārimu (Deputy Chairperson)
Members	Maryann Geddes Sam Huggard Teorongonui Josie Keelan	Kathy Grant Tania Hodges Tagaloatele Peggy Fairbairn-Dunlop
Apologies	Jordan Gush (Thursday 10 August only) John Brockies	Heath Sawyer (Monday 8 August only)
In attendance	Peter Winder – Acting Chief Executive Richard Forgan – DCE Transformation	Lynnette Brown – Council Secretary

Quorum

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

Karakia

The meeting was opened with a karakia by Murray Strong.

Open Minutes

- Welcome/Apologies/Notices**
The Chair welcomed everyone to the meeting and noted apologies from John Brockies and Heath Sawyer.
- Register of Interests**
The register of interests was noted and no conflicts with matters on the agenda were declared.

3. **Council Sub-Committee Appointments**

The Council received the recommendations from the Appointment and Remuneration Committee to repopulate various Council sub-committees because of Peter Winder’s appointment as Acting Chief Executive.

There was discussion in relation to the appointment of independent members where the terms of reference allows and noted (a) TEC’s consideration of Council appointments with the current vacancy and expiration of some members terms in 2023, and (b) Tania Hodges willingness to step down from the Finance and Capital Investment Committee to create that opportunity should it be required.

Resolved:

The Council:

a.	Approved John Brockies and Kim Ngārimu be appointed to the Risk and Audit Committee; and
b.	Approved John Brockies and Teorongonui Josie Keelan be appointed to the Finance and Capital Investment Committee; and
c.	Approved John Brockies be appointed to the Transformation Committee; and
d.	Approved Teorongonui Josie Keelan, Heath Sawyer, and Tagaloatele Peggy Fairbairn-Dunlop be appointed to the Health, Safety and Wellbeing Committee (and notes that Kim Ngārimu will step down from her current role on this Committee); and
e.	Noted the Council Chair proposes to appoint John Brockies as Chair of the Risk and Audit Committee subject to a. above; and
f.	Noted that the Appointment and Remuneration Committee considered these recommendations at their meeting of 1 August 2022 and endorse to Council for approval.

Moved: MA Geddes

Seconded: K Grant

MOTION CARRIED

4. **Formal motion for moving into Committee**

The Chair moved that the public be excluded from 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:

General Subject of 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>Agenda Item 5.1</p> <p>Action Plan for Quarter 3 2022</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>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
<p>Agenda Item 5.2</p> <p>Proposed Organisation Structure</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>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
<p>Agenda Item 5.3</p> <p>ITP Transition Plan</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</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</p>

	<p>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>would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
<p>Agenda Item 5.4 International Fees</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>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
<p>Agenda Item 5.5 Correspondence - Submission on Fees Regulations</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>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
<p>Agenda Item 5.6</p>	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs</p>	<p>That the public conduct of this item would be likely to result in the disclosure of</p>

TTAF Response Report	<p>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>	information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
<p>Agenda Item 5.7</p> <p>Changes to Banking Authorisations</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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

The Chair also moved that certain employees from Te Pūkenga be permitted to remain at the meeting because of their specific knowledge in relation to the above items, namely Peter Winder, Richard Forgan and Lynnette Brown. 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: MA Geddes

Seconded: K Grant

MOTION CARRIED

The open session concluded, and the closed session commenced at 4.40 pm.

2.3.1. Matters Arising

Te Pūkenga Council Meeting

Open Action Items as at 29 August 2022

Meeting Date	Agenda Item	Action #	Action	Responsible	Status	Due Date
June Meeting						
8 June 2022	4.1	1	Te Pae Tawhiti Subsidiary Action Plan Quarter 1 Reporting Documentary evidence supporting the report to be provided to the Council Secretary to be made available in the document library. Update: Subsidiary Reports loaded into Convene Document Library	L Brown	Closed	
8 June 2022	6.1	2	Manu Kōkiri – Māori Success and Tertiary Education Add Manu Kōkiri – Māori Success and Tertiary Education to the next workshop session agenda	A Morrison	Open	
April Meeting						
27 April 2022	4.1	2	Council Calendar and Schedule of Committees Draft Schedule 2023 Council meetings to be established	L Brown/ M Strong	Closed	

3. Acting Chief Executive's Report (Verbal)

Pūrongo Kaunihera a Te Pūkenga

Council Report

29 August 2022

Title	Te Tiriti o Waitangi Excellence Reports
Provided by	Ana Morrison, Deputy Chief Executive Partnerships and Equity
Author	Janine Kapa, Kaikōkiri (Director) Te Pae Tawhiti
For	Information

Te Taunaki | Recommendation(s)

It is recommended that the Council:

a.	Receive Te Tiriti o Waitangi excellence impact report (quarter 2: April-June 2022)
b.	Receive the report on Insights into Te Tiriti o Waitangi and Māori Equity practice in the Business Divisions of the Work-Based Learning Subsidiary (July 2022)
c.	Note the update of Te Pae Tawhiti Continuous Quality Improvement project
d.	Note the completion of Te Pae Tawhiti review process

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to provide an update on Te Pae Tawhiti deliverables to Council for noting:

1. Te Pae Tawhiti – Impact Report for Quarter 2 2022 that shows progress of the ITP subsidiaries towards Te Tiriti o Waitangi Excellence

Te Tāhuhu Kōrero | Background

The implementation of Te Pae Tawhiti – Te Tiriti o Waitangi Excellence Framework (working draft 2020-2025) (Te Pae Tawhiti) is a key performance indicator for 2021/2022.

Te Pae Tawhiti contributes to activity that demonstrates Te Pūkenga has a relentless focus on equity for Māori and is actively honouring and upholding Te Tiriti o Waitangi in all we do across the network.

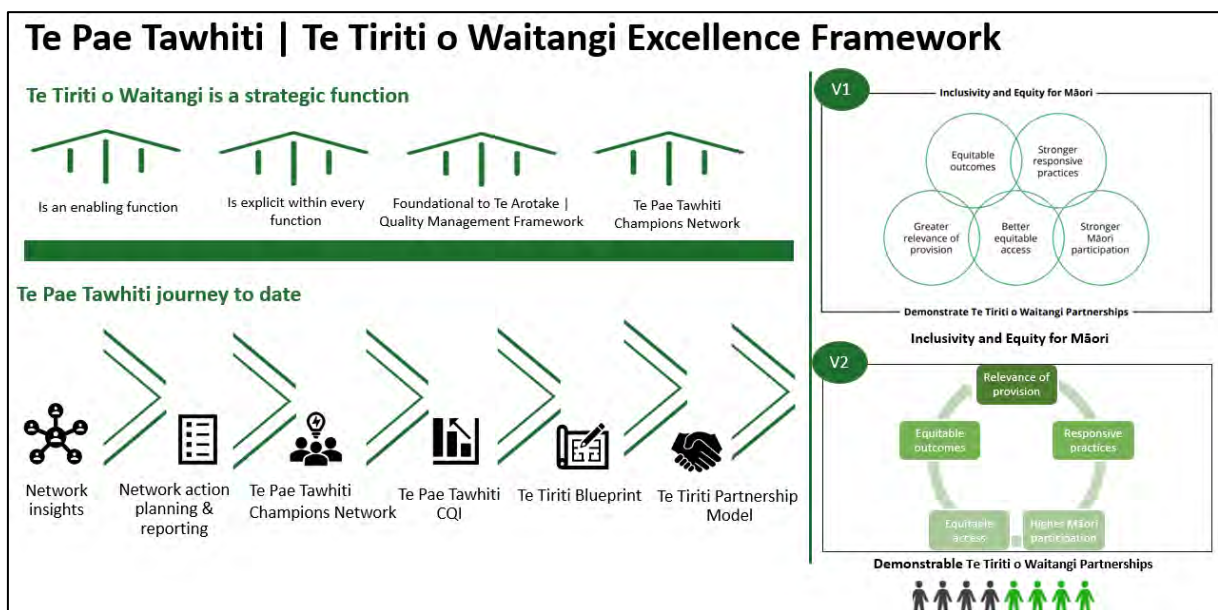
This month's reporting reflects the significant acceleration of Te Pae Tawhiti Tiriti Excellence work and deliverables over the last 12 months, culminating in:

- Completion of one full annual cycle of quarterly reporting on ITP subsidiary Te Pae Tawhiti Tiriti excellence plans
- Completion of National Office self-reflection process, and insights Report, and action planning
- Completion of Work-Based Learning (WBL) Business Divisions' self-reflection process, and insights Report
- Embedding of Te Pae Tawhiti Tiriti Excellence into our network quality approach

2. Te Pae Tawhiti – Insights into Te Tiriti o Waitangi and Māori Equity practice in the Business Divisions of the WBL subsidiary
3. Te Pae Tawhiti Tiriti Excellence Continuous Quality Improvement
4. Review of Te Pae Tawhiti, Te Tiriti o Waitangi Excellence framework (working draft 2020-2025).

This report also serves to inform Council that with the completion of these deliverables, the current Te Pae Tawhiti project (0302) and Continuous Quality Improvement project (1107) now come to a close.

The following diagram depicts the journey of Te Pae Tawhiti since its introduction to the network almost 2-years ago and how these two projects align to further strengthen our Te Tiriti o Waitangi excellence approach for the next phase of our organisational development.



Ngā Kōwhiringa me Te Tātāritanga | Options and analysis

1. Te Pae Tawhiti – Impact Report (Quarter 2, 2022)

- ITP subsidiaries were the first in the network to undertake a self-reflective reporting process and action planning. They submitted their inaugural Te Pae Tawhiti reports and action plans in February 2021.
- The Report provided at **Appendix 1** is the fourth quarterly report. It is a report on progress made by ITP subsidiaries on the actions they have re-prioritised for quarter 2, 2022 as they prepared to fully transition to Te Pūkenga from 1 January 2023 as they prepared to fully transition to Te Pūkenga from 1 January 2023.

The ITP subsidiary network is giving effect to Te Tiriti o Waitangi by focusing on strengthening their existing relationships, partnering to improve outcomes for Māori and advance hapū and iwi aspirations. It informs Council of the impact Te Pae Tawhiti is having across the subsidiary network in the second quarter of 2022, building on progress made in the previous three quarters.

- Fifteen reports were received this quarter. One subsidiary did not submit this quarter as they were, mourning the loss of their subsidiary Te Pae Tawhiti Champion and needing to focus on supporting each other through this grieving process
- The majority of reports were submitted on the due date, or soon after, however most reported being stretched due to the focus of their ELT (and subsidiary) on transitioning – or preparing to transition – into Te Pūkenga, managing their partnerships with Te Tiriti o Waitangi partners (and ensuring they too were involved in and kept abreast of developments associated with the transition), and their ongoing involvement in other Te Pūkenga workstreams and projects
- Following feedback from Te Pūkenga Council in both March and June 2022, subsidiaries focused on their reprioritised action plans, reporting only on one or two actions (and associated projects, initiatives, and programmes) per Te Pae Tawhiti outcome for 2022.
- Most subsidiaries provided evidence to substantiate progress being made against their priority actions, however many also noted that due to the ‘new’ nature of some of these, metrics were still being devised and that evidence to demonstrate impact will be forthcoming once available
- We will not be requiring quarterly reporting from the Institutes of Technology and Polytechnic (ITP) subsidiary network for the remainder of this year given the transition of remaining ITPs into Te Pūkenga from 1 September. This time will instead be used to revise and reset action plans to align them to the determined organisation structure, to ensure they continue to make progress towards Te Tiriti excellence in 2023.

2. Te Pae Tawhiti – Insights into Te Tiriti o Waitangi and Māori Equity practice in the Business Divisions of the WBL subsidiary

- This is the first comprehensive Te Tiriti o Waitangi practice analysis undertaken for the Business Divisions of the WBL subsidiary. Each of the four ‘early mover’ transitioning industry training organisations (now Business Divisions in WBL) were asked to prepare a self-reflective report detailing how they are currently responding to the outcomes and goals of Te Pae Tawhiti. They were given four months in which to determine their methodology, gather evidence, source information, and submit a final report on 1 April 2022.
- A kaupapa Māori analysis of the self-reflective reports was undertaken in May 2022 by a kaupapa Māori researcher. The analysis was framed by mātauranga Māori (relating to te harakeke) and informed by te ao Māori values and principles. It followed the same procedures, values and processes as had previously been undertaken during the analysis of the overview report of (ITP) subsidiaries in 2021 and the National Office in April 2022.
- The Report at **Appendix 2** provides Council with a view on progress being made by four of the Business Divisions of the WBL subsidiary towards meeting our Charter duties, as well as the outcomes and goals of Te Pae Tawhiti, Te Tiriti o Waitangi Excellence Framework.
- To varying degrees, Business Divisions of the WBL subsidiary are developing strategies to improve outcomes for Māori, building relationships with hapū, iwi and Māori communities to ensure provision aligns with their aspirations, and are responsive to the needs of Māori learners.
- It highlights practices with potential, challenges and opportunities for improvement as we collectively prepare to transition into one vocational education network (from 1 January

2023). The report was publicly released via Te Pūkenga website and network on 12 August 2022.

- Business Divisions were also asked to outline priority actions, activities or changes they are planning for 2022/2023 in pursuit of Te Tiriti excellence and equity for Māori. Three of the four divisions submitted action plans. The WBL Equity & Partnerships executive -led an online action planning hui (supported by the PAE team) on 14 July to begin the process of developing a single action plan for the whole of the WBL subsidiary. This is currently being developed and will help to ensure a consistent and collaborative approach to Te Tiriti o Waitangi excellence and equity for Māori is achieved for the WBL subsidiary and TITOs still in the process of transitioning into this subsidiary (NB: they will be supported to do their own Te Pae Tawhiti self-reflective reporting as they transition in)

3. Te Pae Tawhiti Continuous Quality Improvement

- Quality processes are powerful systems change levers within a teaching and learning organisation such as Te Pūkenga.
- Embedding Te Pae Tawhiti Tiriti Excellence framework into our quality management approach is a critical mechanism to embed our commitment to Te Tiriti o Waitangi in our organisational systems, policy and practices – as is the expectation of the Minister set out in his Letter of Expectations to us. We are doing this through the project called Te Pae Tawhiti Continuous Quality Improvement (TPT CQI).
- A continuous quality improvement policy has been developed (in collaboration with Academic Development & Innovation Team) to support Te Pūkenga (i.e., governance, leadership, and all employees) to engage in continuous quality improvement practice that embeds the principles of Te Pae Tawhiti Tiriti Excellence in everything we do. This policy has been presented to ELT as a draft for feedback and has been endorsed by Te Ohu Whakahaere (Quality), and will be considered for feedback and approval by Te Poari Akoranga at its meeting in September. The policy will be provided to Council at its October meeting for noting.
- Once the CQI policy has been approved by Te Poari Akoranga in September 2022, the TPT CQI project will come to a conclusion with:
 - the deliverable transferred to the Quality Team for integration into Te Arotake | Te Pūkenga Quality Management Framework (Project 0501 on Critical Path), thus making Te Pae Tawhiti foundational to our overarching quality management system
 - the inclusion of relevant elements (i.e., indicators of performance, evaluative rubrics, and associated tools) into the revised Te Pae Tawhiti, Te Tiriti o Waitangi Excellence framework.

4. Review of Te Pae Tawhiti, Te Tiriti o Waitangi Excellence framework (working draft 2020-2025)

- The original intent was to conduct this review simultaneously with planned engagements on the proposed Operating Model; however, this was delayed, the impact of COVID on the network was still being felt (impeding their ability to engage to the extent hoped for) and another approach was devised
- The review was scaled back and facilitated via the network of Te Pae Tawhiti Champions across the subsidiary network, which also provided an opportunity for their Te Tiriti partners to provide feedback

- Using the findings of the review (**Appendix 3**) and almost 12-months of operationalisation and reporting (i.e., by the subsidiary network), a revision of Te Pae Tawhiti has been completed and identified:
 - The need to continue enhancing and finalising the framework through into 2023. A project will be scoped and set up for that purpose.
 - Te Pae Tawhiti needs to remain version 2 of a working draft while ongoing revision and finalisation occurs into 2023 – to align with Outcomes Framework development, organisational structure implementation, Equity Strategy, and the ISSP, and Tiriti Partnerships Model All these things need to travel together timing-wise in their development.
 - The revised Framework will be provided to Council at its October workshop for review, alongside the Tiriti Partnerships Model – as the two are interdependent.
- Once the revised Framework is approved by Council in October, the current Te Pae Tawhiti project (0302) concludes.
- Two new Te Tiriti o Waitangi Excellence projects will be developed in September/October 2022 for execution in 2023:
 - **Tiriti Excellence Strategy:** Enhancement of Te Pae Tawhiti through integration with Tiriti Blueprint, and connection to the Outcomes Framework, including finalisation of indicators of performance, evaluative rubrics, measures and monitoring mechanisms to enable us to continue to review and monitor the performance of Te Pūkenga against the outcomes and goals of Te Pae Tawhiti (i.e., through continuous quality improvement).
 - **Tiriti Excellence Action Planning:** A transition plan and operating model for implementation of Tiriti Excellence reflective practice and action plans across Te Pūkenga – that is aligned to the new organisational structure.

Te Pae Tawhiti | Tiriti Excellence Framework

Quarterly reporting on progress made towards Te Tiriti o Waitangi excellence assists us to understand and communicate transparently about how we are tracking towards practice that delivers equity for and with Māori, and how meaningful and authentic our partnerships are with Te Tiriti o Waitangi partners and Māori. This progress reporting reflects a journey of continual improvement and innovation and is one demonstration of our relentless focus on equity for Māori and the pursuit of Te Tiriti o Waitangi excellence, as the Crown partner to Māori.

The inaugural Te Pae Tawhiti self-reflective reporting process undertaken by the four Business Divisions of the WBL subsidiary is the final part of the network to review itself to gauge its current state of Te Tiriti o Waitangi excellence and equity for Māori. It identifies current practices with potential that can be shared across the network to amplify impact for Māori and momentum towards Te Tiriti o Waitangi excellence, along with some challenges and opportunities for improvement, as we co-design an organisation that will reflect Te Tiriti o Waitangi partnerships and deliver inclusion and equity for and with Māori.

The TPT CQI policy, approach, framework and implementation plan will be used in tandem with the ongoing implementation of Te Pae Tawhiti, and assist us to build a culture of improvement and strengthening of the capability required to continuously improve outcomes for Māori, specifically by:

- ensuring Māori learners are at the forefront of thinking when Te Pūkenga designs, develops and/or delivers policies, procedures and programmes
- critically reflecting on performance (outcomes for Māori)
- making system changes that lead to equity and improvements for Māori learner outcomes.

The TPT CQI supports a whole-of-system approach in ensuring that inclusivity and equity for Māori is based on:

- embedding Te Tiriti excellence and equity for Māori across policies, systems, and practices
- utilising principles and approaches embedded in te ao Māori
- critical reflection and inquiry into what supports and enables Māori learner inclusion and success
- ensuring data, insights and evidence used to inform decisions and improvements reflect the voice and aspirations of Māori stakeholders including iwi.

The review of the working draft (2020-2025) of Te Pae Tawhiti provides an enhanced second version of a working draft that will continue to guide the network's planning, implementation, reporting and reviewing, but that also responds to the Council's request for the introduction of insights, evaluation, metrics and more meaningful outcomes that will enable us to measure investment and resulting progress made to achieve outcomes and goals of Te Pae Tawhiti.

Pānga ki Ngā Ākonga/Kaitukumahi | Learner/Employer Impact

Similar to the National Office insights report and action planning for 2022/2023, the WBL subsidiary insights report and action planning for the next 12-18 months is expected to positively impact on the learner journey and broader experiences of ākonga Māori – regardless of where they choose to study and the mode of delivery they choose to engage in – and on the employers with whom they engage during work placements or work experience, and ultimately, once employed and they embark on the next stage of their career. The revised Te Pae Tawhiti framework and TPT CQI approach will also support this journey, providing greater guidance as we develop quality self-reflective practice throughout the entire Te Pūkenga network and gather evidence to demonstrate we are making improvements for Māori – ākonga, whānau, hapū, iwi, communities, and employers.

Ōritetanga | Equity Impact

Information and insights from all of these reports will be available to all staff across Te Pūkenga from September 2022. It is expected that information in Te Pae Tawhiti quarter 2 impact report (outcome 2 especially) and insights in relation to equity for Māori from the Business Divisions of the WBL subsidiary, will be particularly useful to further inform programmes of work that have (or need to have) an equity focus for Māori across the network. This information, coupled with the revised Te Pae Tawhiti framework and TPT CQI approach for Te Pūkenga, will be used to inform and enhance our continuous quality improvement processes to ensure we are delivering on our Charter duties and the

Minister’s Letter of Expectation, i.e., that we give effect to Te Tiriti o Waitangi and deliver inclusion and equity for (and with) Māori.

Te Uiuinga Whānui | Engagement/consultation

Group Engaged With	Level of Engagement	Commentary
<i>Te Pae Tawhiti – Insights into Te Tiriti o Waitangi and Māori Equity practice in the Business Divisions of the WBL subsidiary</i>		
PAE Peer Review team	Inform and seek feedback	The draft overview report of WBL Business Divisions insights was reviewed by the PAE Peer Review team on 15 June 2022. Feedback assisted in the refinement of the draft report.
WBL subsidiary (Senior Leadership Team (SLT), Business Divisions, Te Rautaki Whakarōpū and Te Pae Tawhiti Champions), Te Pūkenga ELT, Te Poari Akoranga	Presentation of the overview report of WBL Business Divisions insights	As per the workplan for Te Pae Tawhiti, highlights from the WBL Business insights report have been presented to these groups
<i>Te Pae Tawhiti Continuous Quality Improvement (TPT CQI)</i>		
Academic Delivery & Innovation Division	Inform, collaborate, and partner ¹	A meeting was held with ADI (the DCE and Kaikōkiri leading the Quality and Whiria Te Pūkenga projects) on 14 April 2022 to update each on the progress of our respective projects and ensure alignment. Fortnightly meetings were held between PAE and ADI from 1 June to 31 July to ensure alignment of the TPT CQI project to Te Arotake/Quality Management Framework, and also, co-develop the CQI draft policy.
Quality Practices Self-Assessment Working Group	Inform and consult	PAE have a representative on this Working Group to ensure alignment and seek guidance on the development of the CQI draft policy (NB: this group includes quality assurance staff from across seven subsidiaries). This group attends 3-weekly meetings – only slight wording changes were suggested to the draft CQI policy by this group.
Te Pae Tawhiti Champions, kaimahi Māori in the	Seek feedback	Feedback on the proposed TPT CQI approach was sought from these groups via an online survey

¹ Inform, Consult, Collaborate, Partner, Empower. Refer [Engagement Summary 011018 \(tearawhiti.govt.nz\)](https://www.tearawhiti.govt.nz/engagement-summary-011018) for guidance. Engagement may be required at different levels for different stakeholder groups.

Group Engaged With	Level of Engagement	Commentary
subsidiary network and Te Tiriti o Waitangi partners		open from March to 6 June 2022 (i.e., as part of the TPT framework review process). Feedback from respondents showed that the proposed approach was ‘absolutely’ or ‘about’ right (100%). Consequently, no changes were made to the draft CQI policy as a result of this feedback.
PAE Peer Review team	Inform, consult, and seek feedback	The draft CQI policy was reviewed by the PAE Peer Review team on 25 May 2022. Feedback assisted in the refinement of some wording to the draft policy, but no major changes were recommended.
Te Tira Manukura	Inform, consult, and seek feedback	An update on the TPT CQI project was presented to Te Tira Manukura members on 27 May 2022. Feedback was sought on the proposed approach and to inform the development of the draft CQI policy. No changes were made to this draft as a result of this engagement.
WBL subsidiary	Inform, consult, and seek feedback	Two meetings with held with staff from the WBL subsidiary, 28 June 2022 with the Kaikōkiri: PAE and 7 July 2022 with the PAE team. The purpose was to provide an update on the progress of TPT CQI project, consult on the proposed approach and seek feedback for further refinement. There were no changes made to the draft policy resulting from this engagement.
Learner Journey & Experience Division	Inform and seek feedback	Feedback from Kaikōkiri has been incorporated into the draft CQI policy and the Learner Outcomes section of this report (4 August 2022).
Ohu Whakahaere Quality	Seek feedback, and endorsement to progress to Te Poari Akoranga	To progress this draft CQI policy to approval, it will be submitted to the Ohu Whakahaere Quality for discussion and endorsement at its meeting on 11 August 2022.
Te Poari Akoranga	Approval	Following support from ELT and endorsement from the Ohu Whakahaere Quality, the draft CQI policy will be submitted to Te Poari Akoranga for approval at its meeting on 1 September 2022.
<i>Review of Te Pae Tawhiti, Te Tiriti o Waitangi Excellence framework (working draft 2020-2025)</i>		
PAE Peer Review team	Inform and seek feedback	The draft TPT review report was reviewed by the PAE Peer Review team on 6 July 2022. Feedback assisted in the refinement of the report. The revised framework was reviewed on 9 August 2022 and further refined as a result.
Te Pae Tawhiti Champions, kaimahi Māori in the	Seek feedback	Feedback on the TPT framework was sought from these groups via an online survey open from

Group Engaged With	Level of Engagement	Commentary
subsidiary network and Te Tiriti o Waitangi partners		March to 6 June (i.e., as part of the TPT framework review process). Feedback from respondents were collated into a report (Appendix 3) and used to inform the review of the revised framework (version 2 of a working draft – Appendix 4).

Ngā tino raru ka heipu mai | Key risks

Risk description	Likelihood	Impacts	Treatment and Controls
There is a risk that subsidiaries may fail to meet Te Pae Tawhiti reporting and monitoring requirements & that Te Pae Tawhiti is not fully implemented & used as ongoing self-assessment (R02)	M	H	Te Pae Tawhiti engagement plan developed to ensure visibility of Te Pae Tawhiti across the network of Te Pūkenga Ensure subsidiary quarterly reports inform TPT action planning undertaken by National Office Divisions to maintain focus on momentum and impact across network
There is a risk that Te Pae Tawhiti as a tool does not meet the expectations of the network (R01)	M	H	Te Pae Tawhiti engagement plan developed to ensure visibility of Te Pae Tawhiti across the network of Te Pūkenga Monthly hui with Te Pae Tawhiti Champions across the network to ensure timely dissemination of information

Te tirohanga taha pūtea | Financial considerations

No financial considerations at this stage.

Te Ahunga Ki Mua | Next steps

As part of the accountability Te Pūkenga has to show it is meeting its legislative requirements and the Minister’s Letter of Expectation, we will share these reports with:

- The RoVE ecosystem through Report to the Minister and Design Authority
- Te Taumata Aronui
- Komiti Māori
- Mātauranga Iwi Leaders Group
- Subsidiaries via Te Pae Tawhiti Champions and Te Tira Manukura
- The wider public through publication of these reports on Te Pūkenga website

Te Hunga whai koha | Contributors

- WBL subsidiary SLT (specifically, CE and Kaikōkiri Partnerships and Equity)
- Te Pūkenga Executive Leadership Team

- Te Pae Tawhiti Champions from WBL subsidiary Business Divisions
- Te Pae Tawhiti Champions Network and Te Tira Manukura (TPT CQI)
- Kaikōkiri (tier 3 leaders) in the Partnerships and Equity Division (peer review)
- National Office Divisions (specifically ADI and Learner Journey and Experience)

Ngā Tāpirihanga | Appendices

- [Appendix 1: Te Tiriti o Waitangi excellence impact report \(Quarter 2: April-June 2022\)](#)
- [Appendix 2: Insights Report into Te Tiriti o Waitangi and Māori Equity practice in the Business Divisions of the Work-Based Learning Subsidiary \(July 2022\)](#)
- [Appendix 3: Review Report of Te Pae Tawhiti, Te Tiriti o Waitangi Excellence framework](#)

5. Reports from Committees

Pūrongo Kaunihera a Te Pūkenga

Council Report

29 August 2022

Title	Te Poari Akoranga Report
Provided by	Dr Angela Beaton, DCE Delivery and Academic
Title	Te Poari Akoranga Report
For	Information

Te Taunaki | Recommendation(s)

It is recommended that the Council:

a.	Receive the report from Te Poari Akoranga meeting held online via Teams 10 August 2022; and
b.	Note the endorsement of Te Pūkenga Trades Academy – 2023 STP/Trades Academy Roll Allocation Application and Establishment Plan which will be submitted to the Ministry of Education (MoE)
c.	Note the progress, and approval of membership appointments to stand-up Te Ohu Whakahaere Academic Approvals and Te Ohu Whakahaere Ako (sub-committees of Te Poari Akoranga o Te Pūkenga)

Report from Te Poari Akoranga meeting held 10 August 2022

Te Poari Akoranga:

1. Approved membership selection and appointment to Te Ohu Whakahaere Academic Appeals and Te Ohu Whakahaere Ako
 - a. Selection and approval of ohu Co-chairs will be confirmed by Te Poari Akoranga Co-chairs
 - b. Announcement of membership appointments will occur via the monthly Te Poari Akoranga network pānui as soon as successful and unsuccessful nominees have been notified and administrative processes have been completed
2. Established a working group to review and confirm the Terms of Reference to expedite and stand-up the final sub-committee of Te Poari Akoranga o Te Pūkenga, Te Ohu Whakahaere Ōritetanga, which will have a focus on equitable outcomes for all learners
3. Provided feedback to the development team on He Anga Mana Wakakairo Hinengaro Intellectual Property (IP) draft framework
4. Endorsed Te Pūkenga Trades Academy – 2023 Secondary Tertiary Programmes (STP) Trades Academy Roll Allocation Application and Programme Plan, prior to submission to the Ministry of Education (MoE)
 - a. In December 2021, the Minister of Education assigned Te Pūkenga lead provider status for all Secondary-Tertiary Programmes (STP), including Trades Academy provision.

- b. Te Pūkenga is taking a partnering, collaborative approach to STP/Trades Academy delivery and ākonga support, ensuring we build on existing programmes of work, realise the benefits of a network approach, and further strengthen our relationships with secondary schools and Kura Kaupapa Māori, Iwi, communities, employers, and industry
 - c. Te Pūkenga national oversight will include the following STP/Trades Academy programmes from 1 January 2023:
 - i. Ara Trades Academy
 - ii. Hawkes Bay Tairāwhiti Schools Trades Academy
 - iii. MIT School of Secondary Tertiary Studies
 - iv. MIT Trades Academy
 - v. Murihiku Trades Academy
 - vi. New Zealand Primary Industries Trades Academy
 - vii. Otago Secondary Tertiary College
 - viii. Taranaki Trades Academy
 - ix. U-Skills Central Schools Trades Academy
 - x. Waikato Trades Academy
 - xi. Wellington Trades Academy
 - d. These existing STP/Trades Academy programmes include partnerships with just under 300 secondary schools and Kura Kaupapa Māori
 - e. MoE Te Pae Aronui Approved Panel Chair and the Hāutu (Deputy Secretary) will sign-off on the approved roll allocations for 2023 and notify all STP/Trades Academies by 25 August 2022.
5. Received the following documentation:
- a. Insights Report into Te Tiriti o Waitangi and Māori equity practice in the Business Divisions of the Work-Based Learning (WBL) subsidiary
 - b. Minutes of the most recent Te Ohu Whakahaere Quality and Te Ohu Whakahaere Approvals meetings (sub-committees of Te Poari Akoranga o Te Pūkenga)
 - c. Minutes of the most recent Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate meeting (sub-committee of Te Poari Akoranga o Te Pūkenga)
 - d. Minutes of 28 July 2022 Toi Ohomai Academic Committee meeting (now reporting to Te Poari Akoranga o Te Pūkenga)

Te Poari Akoranga (Academic Board) MINUTES – Open

Wednesday, 10 August 2022

Minutes

These are the Open minutes of a meeting of Te Poari Akoranga held on Wednesday, 10 August 2022 at 9am, online via Microsoft Teams.

Present

Te Poari Akoranga Members

Angela Beaton (Co-Chair)	Mary-Liz Broadley
Jeanette Grace (Co-Chair)	Skyla Flowers
Linda Aumua	Kieran Hewitson
Fiona Beals	Liz McKenzie
Te Urikore Biddle	Deborah Young

Jeanette Grace chaired the meeting.

In Attendance

Jeanette Fifield (Academic Governance Coordinator, Te Pūkenga).

Patrick Jones, Kaikōkiri Director Portfolio & Performance ADI, Item 5.

Nick Sheppard, Kaikōkiri Director Strategic Partnerships ADI, Te Pūkenga – Item 5.

Janine Kapa, Kaikōkiri, Te Pae Tawhiti – Partnerships and Equity Division, Te Pūkenga – Item 7.

Sonya Bishara, Kaikōkiri, Partnerships and Equity, WBL subsidiary – Item 7.

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 Hamish Duncan (Learner Advisory representative) and Doug Pouwhare.

3. Administration

3.1 Te Poari Akoranga Calendar and Schedule of Committees

Te Poari Akoranga meeting time, **9am to 3pm** for the remainder of 2022.

3.2 Open Minutes of the Previous Meeting

Scheduled Meeting – 18 May 2022.

Resolution:

Te Poari Akoranga approved the minutes of the open meeting of Te Poari Akoranga held on 29 June 2022, as a true and accurate record of the meeting.

Moved: Jeanette Grace

Seconded: Mary-Liz Broadley

CARRIED

Action:

Academic Governance Co-ordinator will send to the members the updated Closed minute set incorporating minor changes received and accepted following distribution of the agenda pack.

3.3 Matters Arising

The Co-chair welcomed Patrick Jones to the meeting.

The members requested further clarification on RPL and funding arrangements to support the process to enable greater equity and access. Discussion included:

- clarification of UFS modes of delivery and possible application to RPL
- P Jones will continue conversations with TEC to clarify mode definitions/requirements
- Question raised whether consideration has been given to how a learner, employed and in the workplace gains formal recognition of a qualification through the RPL process, and what the fee implication would be?
- Clarification whether the RPL Working group has undertaken a stock-take of current practices.
- RPL/APL function will be included in the Operating Model, which will leverage existing capability across the network.

Action:

P Jones will request more detail around the application of the UFS modes and connect with the RPL working group to provide an update to the next meeting of Te Poari Akoranga.

4. **Te Pūkenga Council Report – June**

The members received a verbal update.

- June report – positive progress regarding the development of quality systems and processes led by Fionna Moyer, Te Kawa Maiooro Academic Regulatory Framework and Te Arotake Quality Assurance Framework.
- July report – positive progress regarding the development of Te Pūkenga Ako Learning and Teaching Framework.

Council approval to adopt a common seal which will be used on graduation certificates for academic qualifications, was granted.

The members were informed of the work being done on a standardised parchment. Work has begun by ADI (Fionna Moyer) and Te Pūkenga Marketing to set up the system and the artefacts that will be provided to the subsidiaries for graduation processes, in particular parchments and the seal. Operational guidance has been sent out to business divisions in terms of branding etc.

Actions:

1. Academic Governance Co-ordinator will send the July Council report to the members, for information.
2. The Academic Governance Co-ordinator to connect with the Council Secretariat (Lynnette Brown) to request minutes from Te Pūkenga Advisory Committees. Te Poari Akoranga will also share papers with Advisory Committees, as requested.
3. A proposal to share Advisory Committee minutes with Te Poari Akoranga was seen as beneficial. Recommend information be shared to the members by email and that Co-chairs provide guidance for inclusion of reports that fit within the remit of Te Poari Akoranga.
4. Academic Governance Co-ordinator to request from M Boswell and F Moyer an update on the parchments, common seal and clarification of the operation guidance around the process for upcoming graduations.

7. **Ohu Whakahaere o Te Poari Akoranga**

7.1 **Te Ohu Whakahaere Quality**

The members received the minutes of the meeting held on 6 July 2022, for information and received a verbal update which included:

- Next meeting is scheduled on Thursday 11 August 2022.
- Ohu is working through approvals as they are received, noting receipt of the Academic Regulatory Framework has been paused until after the Operating Model consultation closing date.

7.2 Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

The members received the minute sets of the meetings held on 7 July 2022 and 21 July 2022, for information. The members received a verbal update which included:

- the appointment of Co-chair Anne Marie Gillies, EIT.
- Te ohu has noted it is operating at a point in time where there is not a direct operational arm for rangahau research and postgraduate occurring in the national office space, very much still regionally dispersed
- consultation and feedback was provided on the Intellectual Property Framework where robust discussion was held.

Discussion included:

- Ethics Framework
- clarification of the use of term rangahau research and the relevance of the term – ohu discussions have not occurred at this time
- concerns from staff around staff with research expertise leaving and funding for future research grants

7.3 Te Ohu Whakahaere Appeals

The members received the minutes of the meeting held on 7 July 2022, for information.

8. Academic Committees – Wintec and Toi Ohomai Divisions

8.1 Toi Ohomai Academic Committee Open Meeting Minutes 28 July 2022

Received for information.

9. Expressions of Interest (EOI) 2022 Pack

Te Ohu Whakahaere Academic Appeals and Te Ohu Whakahaere Ako EOI packs received for information.

5. 2023 Trades Academy Establishment Plan

The Co-chair welcomed Nick Sheppard to the meeting.

The members received a verbal update of the key points which included:

- acknowledge this is a step in the process as Te Pūkenga moves towards having a unified Trades Academy
- the establishment plan has been submitted to Te Poari Akoranga for review and endorsement
- MoE will be advised of such endorsement, once received
- roll allocation applications have been received by existing network partner Trades Academies
- information has been collated by Te Pae Aranui team (MoE School support in secondary transition team)

- final review of places will take place and existing Trades Academies will be informed of how many places they will be allocated in 2023
- MoE has indicated it is unlikely there will be more allocation of places in 2023 and are likely to be in line with 2022 levels
- Iwi, mana whenua aspirations have been considered and an equity lens cast to strengthen future plans
- the members request that Māori and Pacific data be separated into two groups, for more accurate description of the current allocation. N Sheppard will request Te Pae Aranui Team (MoE) to separate this data.

Resolution:

Te Poari Akoranga receive and endorse the Te Pūkenga Trades Academy - 2023 STP/Trades Academy Roll Allocation Application and Programme Plan.

Moved: Liz McKenzie

Seconded: Kieran Hewitson

CARRIED

The Co-Chair thanked N Sheppard for the discussion and his attendance.

Action

N Sheppard will request Te Pae Aranui Team (MoE) to separate out the Māori and Pacific data.

Angela Beaton left the meeting.

6. WBL (Work Based Learning) Te Pae Tawhiti Insights Report

The Co-chair welcomed Janine Kapa, Nita Repa and Sonya Bishara to the meeting.

The members received a verbal overview of the preparation undertaken in the collation of the WBL Te Pae Tawhiti Insights Report.

Insights included:

- self reflective process undertaken by subsidiaries utilising the Te Pae Tawhiti Framework. Insights report published in 2021 and is available on Te Pūkenga website
- completion of self reflective process by national office and work based learning subsidiaries undertaken this year

- amalgamating and analysing the insights from the four business divisions of WBL, collating the findings and sharing the findings in the report
- development of a joined-up co-ordinated action plan for WBL itself and each of the business divisions will focus on their parts within the report

The Co-chair provided an overview of the role and responsibility of Te Poari Akoranga to J Kapa, N Repa and S Bishara. Te Poari Akoranga recognise the various degrees of excellence across the network and working together in a collaborative and transformative manner is supported.

The members received a summary presentation.

- Charter Expectation 1 & 2: giving effect to Te Tiriti o Waitangi and Māori as key actors
- Charter Expectation 1
 - Partnership
 - Leadership
 - Systems
- Charter Expectation 2 – Māori as key ‘actors’ in regional development
- Charter Expectation 3 – improving outcomes for Māori

Discussion included:

- equity and partnership component of the WBL change programme is weaved across every part of WBL
- willingness and acceptance by WBL to meet the Charter Expectations
- support to WBL staff throughout the change programme is key and work has begun to implement the required resources and tools
- lifting and shifting relationships from subsidiaries to Te Pūkenga will need to be enabled by the local subsidiaries and business divisions
- a piece of work on partnerships in Te Pūkenga Partnership and Equity team is currently in progress and the team is mindful of the varying levels and different types of relationships across the organisation, including localised relationships, regional relationships and national relationships of largely strategic that involve governance, relationships. Mindful that ‘one size’ does not fit all

The Co-Chair thanked J Kapa, N Repa and S Bishara for their attendance.

Action:

1. The Academic Governance Co-ordinator to send out the report to the members.
2. The Academic Governance Co-ordinator will send the PowerPoint presentation to the members.

10. Next meeting

Wednesday, 21 September 2022, 9am to 3pm, online via Microsoft Teams.

11. 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: Mary-Liz Broadley
Seconded: Te Urikore Biddle
CARRIED

The Open session closed at 10.55am.

Te Poari Akoranga (Academic Board) MINUTES – Open

Wednesday, 29 June 2022

Minutes

These are the Open minutes of a meeting of Te Poari Akoranga held on Wednesday, 29 June 2022 at 10.00am, online via Microsoft Teams.

Present

Te Poari Akoranga Members

Angela Beaton (Co-Chair)	Skyla Flowers
Jeanette Grace (Co-Chair)	Kieran Hewitson
Linda Aumua	Kim Isherwood
Fiona Beals	Diane Lithgow
Te Urikore Biddle	Doug Pouwhare
Mary-Liz Broadley	Deborah Young

Jeanette Grace chaired the meeting.

In Attendance

Jeanette Fifield (Academic Governance Coordinator, Te Pūkenga).

Patrick Jones, Kaikōkiri Director Portfolio & Performance ADI, Item 5.

Julia Parrott, ex-Officio Te Ohu Whakahaere Approvals, Item 7.1.

Julie Thorburn, Academic Change Programme Director, Item 7.1.

Natalie Waran, Member Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate, Item 7.2.

Ben Ngaia, Kaikōkiri – Māori Academic Development ADI, Item 9.

Layelin Stewart, Engagement & Mātauranga Māori Advisor ADI, Item 9.

Eve McMahan, DCE Quality Assurance NZQA, Item 10.

Miriata Tauroa, Manager Quality Assurance Māori NZQA, Item 10.

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 Hamish Duncan (Learner Advisory representative) and Liz McKenzie.

The Chair welcomed Kieran Hewitson (DCE Partnerships and Equity delegate) and Kim Isherwood (Co-Chair Te Ohu Whakahaere Quality) to the meeting.

3. Open Minutes of the Previous Meeting

3.1 Scheduled Meeting

Scheduled Meeting – 18 May 2022.

Resolution:

Te Poari Akoranga approved the minutes of the open meeting of Te Poari Akoranga held on 18 May 2022, as a true and accurate record of the meeting.

Moved: Deborah Young

Seconded: Skyla Flowers

CARRIED

4. Te Pūkenga Council Report – May

The members received a verbal update.

Action:

The Academic Governance Co-ordinator will send to the members the May Council report, for information.

5. Investment Plan

The Co-chair welcomed Patrick Jones to the meeting.

The members received a verbal update which included:

- an overview of the draft submission to the Tertiary Education Commission (TEC) outlining the activities for the coming year in response to the delivery funding in relation to the number of learners in the network and the programmes enrolled in
- submission of a 3-year investment plan which aligns with Horizon 2 and includes focus areas learner support plan and disability action plan
- timeline of the draft submission, noting Te Poari Akoranga will have an opportunity to provide feedback before the final plan is submitted to TEC in October 2022.

Discussion included:

- delivery models and funding rates
- managed apprenticeships – developing options for transition
- opportunities for enriched work-based learning

- clarifications of work integrated learning and work based learning in relation to funding
- RPL and funding to support the process to enable greater equity and access.

The Co-Chair thanked P Jones for his attendance.

Action

Academic Governance Co-ordinator to place item RPL on the next agenda of Te Poari Akoranga, for discussion.

6. Work Based Learning (WBL)

The members received a presentation and verbal summary of the WBL change programme overview and WBL integration into Te Pūkenga.

Insights included:

- equity and partnerships – integration mapping
- people change and support by providing clear change communications, change leadership and change support and change culture within WBLs
- enabling central functions
- Te Pūkenga integration
- TITO transition process
- industry alignment – integration mapping and service delivery trials
- learner and employer initiatives, including learner support.

Discussion included:

- support by WBL for a transparent and inclusive approach to WBL integration into Te Pūkenga
- providing further opportunities to continue conversations with stakeholders and the network including, Te Poari Akoranga.

The Co-Chair thanked D Lithgow for the presentation.

7. Ohu Whakahaere o Te Poari Akoranga

The Co-Chair welcomed Julie Thorburn and Julia Parrott to the meeting.

Te Ohu Whakahaere Co-Chair Diane Lithgow introduced the item and acknowledged the appropriate breadth of experience of te ohu members in critiquing the programmes submitted and recommending to Te Poari Akoranga the approval and accreditation of the new programmes for submission to New Zealand Qualifications Authority (NZQA). Te ohu also acknowledged these two programmes are the first off the ramp in the programme unification process and commend the unification development team for their work throughout the process.

7.1 New Zealand Diploma in Business (Level 5) – new programme approval and accreditation

Bachelor of Accounting – new degree programme approval and accreditation

Discussion and feedback included:

- clarification requested whether the document received, will also be the guiding document intended for delivery. The development team informed the members there will be two documents, one developed for both ākonga and kaimahi and one accreditation and approval document for submission to NZQA
- for future consideration – recommend all programme details be placed upfront in the programme document and all other non-programme information (Te Pūkenga statements) be appended to the programme document
- Ā Mātou Uara | Our Values – recommend this section be retained at the front of the programme document
- recommend revision of 5.1 Whakatapoko | Admission, in particular, Special Admission to align with Te Pūkenga Charter
- external consultation - include details of and identify external consultation undertaken
- consultation – discussions are still occurring with NZQA and WBLs in regard to transition plans
- review wording of RPL, in particular in relation to Māori and non-Māori
- principles of assessment – congratulations on this section
- awareness of opportunities in a bicultural content being visible front and centre throughout the document and inclusion of Te Ao Māori, Mātauranga Māori, as we move forward
- feedback has been received from NZQA – refinements to the document will be undertaken
- Te Poari Akoranga is invited to provide further feedback and comment for consideration and inclusion in the document, to Julie Thorburn.

Te Poari Akoranga acknowledge:

- It is their role to be assured that the appropriate internal approval processes have been undertaken before programmes are submitted to NZQA
- these are the first programmes submitted to Te Poari Akoranga and recommended for approval and accreditation
- there is an opportunity to work with te ohu to revise and improve the document templates in relation to the document structure.

Resolution:

Te Poari Akoranga approve in principle, the new programme approval and accreditation of the New Zealand Diploma in (Business Level 5).

Moved: Deb Young
Seconded: Doug Pouwhare
CARRIED

Actions:

1. The development team will make the agreed edits and send the updated document to Te Ohu Whakahaere Approvals for acceptance, guided by the internal critique document, prior to submission to NZQA.
2. Adequate time for discussion by Te Poari Akoranga for future approvals (ie. new programmes, frameworks) was accepted and will be incorporated into future Agenda.

Resolution:

Te Poari Akoranga approves in principle, the new degree programme approval and accreditation of the Bachelor of Accounting.

Moved: Mary-Liz Broadley
Seconded: Kieran Hewitson
CARRIED

Actions:

1. The development team will make the agreed edits, outlined above and send the updated document to Te Ohu Whakahaere Approvals for acceptance, guided by the internal critique document, prior to submission to NZQA.
2. Adequate time for discussion by Te Poari Akoranga for future approvals (ie. new programmes, frameworks) was accepted and will be incorporated into future Agenda.

Te Poari Akoranga congratulate all staff involved throughout the programme unification and approval process. The Co-Chair thanked J Thorburn and J Parrott for their attendance.

7.2 Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

Te Pūkenga Code of Ethical Conduct (CEC) for the Use of Animals in Research, Testing and Teaching

The members received a verbal overview and summary of the CEC. The Co-Chair welcomed Natalie Waran to the meeting.

Resolution:

Te Poari Akoranga endorses Te Pūkenga Code of Ethical Conduct for the Use in Animals in Research, Testing and Teaching.

Moved: Fiona Beals

Seconded: Skyla Flowers

CARRIED

Te Poari Akoranga congratulates N Waran and the staff involved throughout the development process. The Co-Chair thanked N Waran for her attendance.

Changes to Terms of Reference (ToR) Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

Fiona Beals spoke to the changes to section 2.1.1.1 and section 3.3 of the ToR.

Resolution:

Te Poari Akroanga endorse the changes to section 2.1.1.1 and section 3.3 ToR Rangahau Māori, Research and Postgraduate

Moved: Diane Lithgow

Seconded: Deborah Young

CARRIED

7.3 Approved Terms of Reference Te Ohu Whakahaere Academic Appeals

Presented for information.

7.4 Expressions of Interest (EOIs) Te Ohu Whakahaerea Academic Appeals, Te Ohu Whakahaere Ako

Presented for information. Closing date Monday 11 July 2022.

8. Academic Committees – Early Movers**8.1 Wintec – Part A Komiti Akoranga Academic Committee draft minutes of meeting held on 25 May 2022****8.2 Toi Ohomai – Academic Committee minutes of meeting held on 28 April 2022**

Presented for information.

The Co-Chair welcomed Miriata Tauroa (Manager Quality Assurance Māori, NZQA) and Eve McMahon (DCE Quality Assurance, NZQA) to the meeting, in attendance for Item 9.

9. Whiria Te Pūkenga Mātauranga Māori Framework

The Co-Chair welcomed Ben Ngaia and Layelin Stewart to the meeting. The members received a presentation and verbal overview of Whiria Te Pūkenga Mātauranga Māori Framework and the report entitled Whiria Te Pūkenga ITP & TITO Engagement Insights Report.

Insights included:

- processes and phases undertaken
- stakeholder engagements to date
- ongoing engagements and planned preparations for the co-design of the Mātauranga Māori Framework
- guidance on the next steps
- timeframe of release of draft framework and consultation.

Discussion included:

- mātauranga Māori underpinning the Ako Framework and clarity on where the reach begins and ends.
- Acknowledgement that unification of programmes has started and that programmes will be adjusted over time and as appropriate to align with the Framework as it is implemented
- timeframes are tight, for participation in the proposed wānanga in July. Early communication shared with the network to provide an opportunity for participation and preparation by those who wish to attend is supported.
- include WBL and TITO learners in Phase 2 consultation to engage with key stakeholders, before wānanga takes place
- include Kaimahi committee in the stakeholders consultation hui
- resources to build confidence in non-Māori across the network to understand what their contribution is and what it means, recognising parts of the network are at different stages of development
- invest in appropriate resourcing to implement and deliver Mātauranga Māori for success.

The Co-Chair thanked B Ngaia and L Stewart for their presentation and overview. B Ngaia and L Stewart remained in attendance for Item 10.

10. The New Zealand Qualifications and Credentials Framework (NZQCF)

The members received a presentation and verbal update on the NZQCF.

Insights included:

- background to the review of the New Zealand Qualifications Framework (NZQF) to ensure it remains fit for purpose, flexible and adaptive to the future needs of learners, employers, iwi and other stakeholders
- framework is reviewed 10 yearly
- an overview of key changes from NZQF to NZQCF with three main changes:

1. Weaving te ao Māori through the NZQFC recognising mātauranga Māori in the design of qualifications and other credentials – seeking endorsement and continuing with mahi
2. Enabling technical changes to provide a more adaptable and nimble framework that holds currency. **Feedback is sought on changes to:**
 - level descriptors which embed transferable skills into the framework
 - qualification types which address some known issues

3. Presentation of the NZQCF technical booklet outlining a visual representation of the NZQCF along with some use of te reo Māori. The final booklet will be reformatted and published as a bilingual document.
 - whilst an aspirational framework, the direction of the review has been endorsed
 - Minister endorsement is pending
 - the framework will apply to all levels of qualifications and an incremental approach will be undertaken.

The Co-Chair thanked E McMahon, M Tauroa, B Ngaia and L Stewart for their attendance.

11. Next meeting

Wednesday, 27 July 2022 online via Microsoft Teams.

12. 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: Jeanette Grace
Seconded: Te Urikore Biddle
CARRIED

The Open session closed at 1.10pm.

Pūrongo Kaunihera a Te Pūkenga

Council Report

29 August 2022

Title	Interim Kaimahi Advisory Committee (IKAC) Quarterly Update Report to Council
Provided by	Keri-Anne Tane, Director People and Culture
Author	IKAC Secretariat - Jo Massey Governance Co-ordinator.
For	Information

Te Taunaki | Recommendation(s)

It is recommended that the Council:

- a) Receive the quarterly update report from the Interim Kaimahi Advisory Committee (IKAC) Co-Chairs
- b) Note the reset of the IKAC workplan to intentionally align engagement to the Te Pūkenga ELT Action Plan for the remainder of the year and provide any commentary, or direction otherwise.

Whakarāpopototanga | Executive Summary

The Interim Kaimahi Advisory Committee (IKAC) terms of reference set out a requirement to provide Council with a quarterly report setting out its activities.

The August 2022 Quarterly Report is provided as **Appendix A**.

Key highlights for the previous Quarter

- The co-chairs participated in an IOD Governance Essentials 1-day course in Kirikiriroa in July 2022.
- IKAC provided advice with regards to Te Pūkenga Outcomes Framework and the development of the PCW (People, Culture and Wellbeing) Strategy.
- Committee members are currently developing retrospective advice regarding the National Strategic Disability Action Plan. Once this is completed, the Committee will provide it to Council. It was noted by the Committee that there was no clarification regarding the needs of staff with special needs.
- The attendance of Te Pūkenga Council Member Sam Huggard at the meeting of 15 June in which he provided a verbal update on key decisions made at recent Council meetings along with Council priorities moving forward.

Key developments for the previous Quarter

- Further to communications with Acting Chief Executive the Kaimahi Committee has reset their workplan priorities to align to the ELT Action plan.
- The Committee has established a role within the Committee to develop communications for members to use when engaging with network kaimahi post each engagement.
- The Committee have agreed their own process and format to assist them in finalising the advice that they may provide to the Council.
- IKAC would like to see a rolling work plan rather than a static 12-month plan, noting that this would still be in agreement with Council.
- The Committee have identified additional tasks to be completed in support of the Relationship Agreement. This will include

- a flowchart and description that outlines the function and process of the Committee and its members at each level of the organisation. The rationale is to inform the roles and job descriptions for the committee which will help in decision-making about committee size, representation, skillsets, and then the election process.
- Job descriptions for:
 - Kaimahi Advisory Co-Chairs
 - Komiti Māori representative
 - Pōari Akoranga – Academic representatives
 - Communications Lead (noting for now a Committee member, but not necessarily ongoing)
 - Committee member
- Notably, these job descriptions should support the development of the election process.

Other matters for Council

- The IKAC note that the reset of the Committee workplan aligns to the ELT workplan priorities. If there are additional priorities based on the Council workplan to be highlighted for IKAC to engage with, this needs to be noted.

Appendix A

Interim Kaimahi Advisory Committee (IKAC) – Quarterly Update Report - August 2022

Highlighted sections are the progress updates for the current period.

Work Plan Deliverable	Status/Update
Develop Interim Advisory Committee Relationship Agreement	<ul style="list-style-type: none"> The relationship agreement between Council and IKAC was approved in March 2022. The process to develop the relationship agreement involved a workshop with the Council Chair and Deputy Chair along with the Co-Chairs of the Interim Learner Advisory Committee with IKAC approving the final agreement at its 22 March 2022 meeting. IKAC noted that the relationship agreement helped to clarify the roles and responsibilities of all parties and delivered a clear way forward in terms of expectations from both IKAC and the Council. Opportunities for further refinement of roles and responsibilities have been discussed within IKAC and the Committee will explore this in the next quarter.
Develop Interim Advisory Committee Work Programme	<ul style="list-style-type: none"> Alongside the development of the relationship agreement, the IKAC work programme was approved in March 2022. The work programme sets out the key deliverables and the mahi of IKAC. IKAC has requested that the Council consider/prioritise the significant matters of strategic direction it requires advice from IKAC on in relation to its own work programme. IKAC has recognised the priorities for Te Pūkenga for the remainder of the year, as set out in the ELT Action Plan and intent to align their engagement with this.
Develop an operational issues process and provide advice on a communication plan to ensure the Advisory Committees purpose within the wider network is understood and communicated effectively.	<ul style="list-style-type: none"> Co-Chairs and staff have been providing advice on any operational issues being raised within the committee. Any follow up actions are being re-directed or captured via the committee's action list reported within meeting minutes and communications update. The committee has also discussed, and work has begun to develop a matrix/flowchart to assist with identifying, triaging, and re-directing any operational matters to the appropriate place. The development of the relationship agreement and subsequent discussions around the purpose of IKAC led by the Co-Chairs have assisted with re-setting the understanding of IKAC's purpose for IKAC members. In addition to this, staff are currently working on setting in motion several actions outlined in the relationship agreement roles and responsibilities section to ensure IKAC's purpose within the wider network is understood and communicated effectively. These include: <ul style="list-style-type: none"> Compiling monthly council/organisation update/summary doc for the committee. creation of IKAC meeting summary.

	<ul style="list-style-type: none"> ○ Comm’s to work on communicating the purpose of IKAC to the wider network, including newsletter updates, and creation of collateral to share with subsidiaries. ○ Wider network intranet site being developed. ○ Setting up regular 6-weekly check-in meeting with the Council Chair/Deputy Chair and Co-Chairs of IKAC ○ Setting up a Council representative to attend IKAC meetings quarterly to provide a verbal Council update. ● Seeking direction from the Council on significant strategic matters they would like to prioritise receiving advice on. ● IKAC has established a role within Committee that is providing leadership in the development of communications that assist all members with engaging back with their subsidiaries.
<p>Develop Permanent Kaimahi Committee Framework (<i>terms of reference, relationship agreement, position descriptions, induction & handover guides</i>) noting statutory framework and Council decisions.</p>	<ul style="list-style-type: none"> ● An initial discussion around the permanent advisory committee framework, including minimum legislative requirements has taken place. The discussion focused around fair and effective representation and what the composition of a permanent kaimahi advisory committee profile should look like/consider. Next steps for IKAC are to receive further information from staff that set out some structured options for further discussion and consideration at an upcoming IKAC meeting. Te Tiriti o Waitangi guidance for the advisory committees is currently being drafted. The guidance will form part of the tools and resources being developed for advisory committees. ● IKAC co-chairs have completed external governance and chair training to assist in their confidence and capability. ● IKAC are reviewing the ToR and relevant job descriptions in support of the Committee and preparations for the Committee representation framework post 2023.
<p>Advise on the development of an Election Process for the 2023 Kaimahi Advisory Committee (in conjunction with learner elections)</p>	<ul style="list-style-type: none"> ● Discussion on the elections and their timing have taken place. Staff are currently undertaking work to inform this discussion. ● IKAC have with the support of the Learner Journey advisory team, progressed the development of the Committee representation framework and election process to be completed September 2023.

Endorsed and provided by the IKAC Co-Chairs on behalf of IKAC

Heath Sawyer & Nippy Paea

Te Pūkenga Interim Kaimahi Advisory Committee (IKAC)

Open Minutes

Minutes of a meeting of the Interim Kaimahi Advisory Committee held in Wellington and on-line via Teams on Thursday 28 June 2022 at 10.30am.

Present: Heath Sawyer (Co-Chair), Nippy Paea (Co-Chair), Angela Cooper, Andrea Armstrong, Craig Ludlow, Ian MacDonald, Jessica Costall, Jody Takimoana, Keri Youngman, Linda Aumua, Mary-Liz Broadley, Ramari Raureti, Rhys Thurston, Scott Casley, Barry Paterson, Bill Rogers, Henry Ma'alo and Warwick Shillito.

Apologies:

In Attendance: Keri-Anne Tane (Director People & Culture), Simon Karipa (Governance Director), Jo Massey (OPS Co-Ordinator), Mark McGeady (Kaikōkiri Director Learner and Insights LJE), Victor Grbic (Learner Strategic Advisor LJE), Meg Douglas Howie (Senior Human Centered Design Lead LJE), Mark Rees-Thomas, Mat Kearney

Pam Fleming (TEU) attended as member of the public.

1. Karakia

The meeting was opened with a karakia.

2. Introductions/Welcome

The meeting opened with a whakawhanaungatanga sessions on how members are going both personally and professionally.

3. Apologies

Resolved: (J Takimoana/M Broadley)

No apologies for absence.

4. Confirmation of Agenda

Resolved: (W Shillito/J Costall)

That the agenda be confirmed.

5. Declarations of Interest

There were no conflicts of interest for any item on the open or closed agendas.

6. Confirmation of Open Meeting Minutes of 15 June 2022

ACTIONS

1. A presentation to the committee on the Ako frameworks to be arranged.
Update – The next Te Poari Akoranga meeting is scheduled for 10 August so all on hold around the Ako network. It was noted that Shane Wohlers has done a great job with the view of regions and iwi and would be good to get him to discuss.

Action

A presentation to the committee on the Ako frameworks to be arranged.

Disability implementation Framework – It was noted that with regards to the Disability Implementation Framework it is overall a positive strategy but there is concern that this only applies to Ākonga and there is no mention of Kaimahi which appears to be a blind spot as Te Pūkenga need to identify as an employer to support encourage and create a pathway for progression for Kaimahi. It would be preferable to expand the scope of this document to include Kaimahi rather than having two separate documents.

Keri-Anne Tane noted how empowering that this was raised, and an action needs to be created around this so that the necessary area is aware that Kaimahi need to be included.

Action

The Co-Chair to advise the necessary area around the concern that the Disability Framework does not include Kaimahi.

Resolved: *(J Costall/A Cooper)*

That the open minutes of the Interim Kaimahi Advisory Committee's meeting of 15 June 2022 be confirmed, subject to amendments and actions noted.

7. Open Council/Committee/Representative Group Updates

- The Co-Chair (committee's representative on the Council) provided a Chair report which included a brief discussion around a long-term IKAC work plan and how moving forward the committee while still working to the ToR don't see the point of using and already obsolete workplan but instead will be responsive to the comms and decision making that the ELT generate. It was noted that the current work plan is not a rolling workplan which is needed for this committee.
- Members noted that IKAC is now being utilised more and becoming recognised as a strategic entity with an element of operational.
- Members recognized Heath's contributions to IKAC in this area, particularly as the Council Representative.
- Concerning communications going out to keep subsidiary staff informed, the Co-Chair stated that he has tasked IKAC member Jessica Costall with working with the points the council secretariat puts together and adding to them as necessary.
- With regards to the suggested comms template presented by the Co-Chair it was suggested to add a feedback loop into this, for example, submitted to Council, feedback received etc.

The following was listed by members around suggested information to be included in the comm to subsidiaries.

- What we have done: - Upholding our commitment to te Tiriti o Waitangi
- Representation on Te Pūkenga committees
- PCW – Roadshow support
- Feedback on Strategic documentation – Academic Board
- Advisors to council (Staff voice) - Chair
- Establishment of partnerships with Te Pūkenga
- Roles and responsibilities- job descriptions (in progress)
- Strategic Plan (establishment / revisions)
- Challenge on Co-Leadership

- Working with other stakeholders – TEU etc,
 - Being honest and keeping to the kaupapa of staff
 - Wellbeing of staff
 - Transparency of staff issues in different ITPs
 - Future Aspirations for staff
 - Formation of key Kaimahi documents
- It was agreed that we need to look at what is the consistent messaging from IKAC and seek more clarity on being advised of key issues not kept out of the loop.
 - The Governance Director noted that he is in the process of amending the Council paper templates, part of which sees a section each author needs to complete showing which Advisory Committee or sub-committee the issues have been discussed with, their feedback, and how that was considered in the paper. This comms template being discussed is timely

8. Te Pūkenga Outcomes Framework Presentation

Mark McGeady - Kaikōkiri Director Learner and Insights, Project Business Lead Outcomes Framework and Meg Douglas Howie – Co-Design, Team Member Support Outcomes Framework to present the framework.

Prior to the Outcomes team presenting IKAC member Ramari Raureti briefly discussed her comments that she feedback to the outcomes framework team after they presented to Komiti Maori.

Mark and Meg went through the process and the current state and asked for feedback from IKAC. Mark went through his slides around the ITO, ITP Apprentice area in relation to the challenges that Maori and Pasifika are facing.

In relation to the apprentices, it was identified that the longer they remain in study, the less likely they are to complete, and the greater the chance they will complete with parity the earlier they are completed. Questions were asked around the completion rates for part-time etc it was noted that data has been received around this and other modes of learning.

Members asked to see the data as this needs to be looked at so it can be used for change along with any data received around the MPTT space.

Action

Mark Mc Gready to forward the data around completion rates to members.
--

It was recognised that it would be beneficial to maintain this collaborative approach between the Outcomes team and IKAC. If any documents requiring feedback can be sent to members in a timely manner, then the outcomes team can attend to discuss further.

Discussion then occurred around the Te Pūkenga Outcomes Framework with the following noted.

- Linda Aumua noted with her Pasifika hat on looking at the framework that she doesn't see herself in there and added where the word equity is mentioned perhaps put Pasifika. It was suggested that we don't disguise the priority networks under the equity umbrella.
- The Co-Chair noted that in the feedback received from IKAC and Komiti Maori member Ramari Raureti that we look at replacing the words "Te ao Māori" which is a one size fits all but "He ao Māori" which makes more sense in this context.

- There was a consensus that we must be accountable and see action words from all that we demonstrate and accept responsibility for. There needs to be measured outcomes required from institution, staff, ākonga, employers that demonstrate tikanga Māori in day-to-day learning. It is time to eliminate this fluffiness. Bill mentioned he will be happy when learning outcomes and curriculum in Te Reo

Resolved: (L Aumua/A Armstrong)

That IKAC receive the Outcomes Framework and that feedback from the committee is noted.

9. PCW Strategy Presentation

Mark Rees-Thomas and Mat Kearney attended the meeting to present the PCW Strategy.

Today's discussion is at the high level, covering what has occurred to date and what the next steps are. As a result of timing constraints, they are unable to provide theming today, but will do so as soon as possible.

Moving forward, the goal is to keep the IKAC updated and to engage members in the development process as it proceeds. The IKAC job is to feedback on work that is important to our organisation. The strategy team will be included on the Kaimahi agenda every month to help influence a good strategy for the October Council meeting so the team can be involved in the process of transforming Te Pūkenga.

Members were informed that individual subsidiary reports are being developed and will be distributed to the network in response to feedback from the subsidiary roadshows. It has been noted that the data received at the roadshows may not be representative of what subsidiary kaimahi are experiencing at present. Therefore, we need to ensure that it is still relevant given the current climate. The PCW team agreed and noted that there are various ways to achieve this, including sending a survey along with reports to subsidiary kaimahi for their review.

Members noted that as long as the strategy is agile and flexible and can change when needs to this will work. It was noted the Strategy is going to have aspiration but be descriptive on how we are going to get there year by year to 2027. Kaimahi need to see these timelines delivered so they know it is going to happen. It's about being truly transparent, have open conversation and share decision making.

Next steps:

- Invite PCW Strategy team to next Kaimahi meeting
- It has been suggested that a discussion be held regarding what are the boundaries and what is the purpose of IKAC in its role as an advisory committee. It may be possible for IKAC to serve as a conduit between subsidiary kaimahi and Te Pūkenga.
- Expectation clear that the subsidiary reports need to be available for all staff not just management
- It was noted that writing the strategy is the easy part, whereas implementing it is the fun part. The team's desire is to present regularly to Council on the process, and to accomplish this, the team felt it needed to come to IKAC first for input before attending the Council meeting.

Resolved:

That IKAC receive the PCW Strategy and that feedback from the committee is noted.

10. General Business

Committee members wanted it noted in the minutes that they all unanimously agree and thank Keri-Anne Tane for her constant support of the committee and subsidiary staff and for constantly being visible with her team across the subsidiaries.

There was a brief discussion regarding the extension of member contracts as agreed by the Council. Considering the current schedule of tutorial staff, several members requested written confirmation of the intention to extend the contract until next year so they can advise their line managers.

As noted by the Governance Director, when it comes to extending contracts, it won't be considered until Q4 as there may be changes after the implementation of the Operating Model. Kaimahi will then be under the Te Pūkenga umbrella and will receive a new employment offer at this time.

Action

Keri-Anne to look at letters to subsidiary CEs confirming the roll over of current IKAC member contracts to next year.

11. Resolution to exclude the public

Resolved: *(M Broadley/J Costall)*

The committee moved into committee at 3.40pm to approve the 15 June public excluded minutes then moved back to the open agenda at 3.45pm.

12. Closing Karakia

The meeting ended at 3.55pm with a closing karakia from Nippy Paea.

Dated:

Signed as a correct record

Heath Sawyer
Co-Chair

Nippy Paea
Co-Chair

Pūrongo Kaunihera a Te Pūkenga

Council Report - Open

29 August 2022

Title	Interim Learner Advisory Committee (ILAC) Quarterly Update Report to Council (April – August 2022)
Provided by	Tania Winslade – Deputy Chief Executive Learner Journey & Experience Dahrian Watene – Co-Chair Interim Learner Advisory Committee Jordan Gush – Co-Chair Interim Learner Advisory Committee
Author	Simone Andersen – Kaikōkiri Director Learner with Whanau Engagement Becca Brooke - Learner Governance Lead
For	Information

Te Taunaki | Recommendation(s)

It is recommended that the Council receive the Open Quarterly Update Report (April – August 2022) from the Interim Learner Advisory Committee (ILAC) Chairs (**Appendix 1**).

Whakarāpopototanga | Executive Summary

The Interim Learner Advisory Committee (ILAC) terms of reference set out a requirement to provide Council with a quarterly report setting out its activities. This report covers off ILAC's key activities for quarter 2. A public excluded quarterly report is also included in this agenda.

The following appendices are attached to this report:

1. Quarterly update and work programme progress report from the Interim Learner Advisory Committee Co-Chairs (April - August 2022).
2. 2022 ILAC Work Programme.
3. 16 May 2022 ILAC Wānanga summary.
4. Public Service Commission Spirit of Service Leadership in Governance Award - Nomination
5. Public Service Commission Spirit of Service Leadership in Governance Award - Presentation

The confirmed ILAC minutes and summaries for the 2 June and 5 July 2022 hui are provided to Council via the regular minutes reports to Council (included in this agenda) so have not been included as appendix in this report.

Some highlights for the Council to note:

- Since the last quarterly report, ILAC has participated in an in person wānanga on 16 May (outcomes of this wānanga out outlined in **appendix 2**) and have held further online hui on 2 June, 5 July (special meeting) and 16 August 2022.
- Both Co-Chairs have attended Governance Essentials training through the Institute of Directors.

- ILAC were nominated for the Public Service Commission Spirit of Service – Leadership in Governance Award and were named as one of 3 finalists.
- ILAC is progressing well against its Work Programme (**Appendix 1**).
- ILAC has provided advice to-date on key learner-focused matters from Te Pūkenga Work Plan including:
 - Input into the Operating Model, including input into design workshops;
 - Learner Engagement Framework and the Future of Learner Voice;
 - Development of Learner with Whānau Success and Equity Strategy Business Case;
 - Input into development of the National Disability Action Plan;
 - Input into Te Pae Māhutonga (Wellbeing Framework);
 - Input into the Sustainability Strategy;
 - Input into the Whiria Te Pūkenga – Mātauranga Māori Framework;
 - Input into Te Pūkenga Outcomes and Performance Measures Framework;
 - Developing and making a recommendation on the permanent Learner Advisory and Committee representation arrangements (to come to the September Council meeting for consideration).
- Future advice from ILAC will include:
 - Continued input into Te Pūkenga Outcomes and Performance Measures Framework;
 - Continued input into the Learner with Whanau Success and Equity Strategy;
 - Input into learner wellbeing initiatives;
 - Informing and developing the Future of Learner Voice;
 - Informing the development of an Elections Process for the permanent committee;
and
 - Informing the development a confidence and capability training programme for advisory committee members.

Appendix 1

Interim Learner Advisory Committee – Quarterly Update and Work Programme Progress Report (Quarter Two)

Summary of key points

- ILAC is progressing well against its work plan deliverables set out in the table below.
- The development and recommendation to Council on the permanent Learner Advisory Committee representation arrangements was a key milestone for the committee and will provide the basis for the key deliverables/mahi going forward for ILAC i.e. developing an Elections Process and a Capability and Confidence Training Programme. The recommendation from ILAC on the Learner Advisory Committee representation arrangements will be provided in a separate report to the September Council meeting.
- ILAC has provided advice on some key learner-related matters over the last quarter such as the:
 - Operating Model, including input into design workshops;
 - Learner Engagement Framework and the future of learner voice;
 - Learner with Whānau Success and Equity Strategy Business Case;
 - National Disability Action Plan;
 - Te Pae Māhutonga (Wellbeing Framework);
 - Sustainability Strategy;
 - Whiria Te Pūkenga (Mātauranga Māori Framework); and
 - Te Pūkenga Outcomes and Performance Measurement Framework
- ILAC has requested that the Council provide direction on any further significant matters of strategic direction it requires advice from ILAC on in relation to the Work Plan.
- The Co-Chairs have completed the Institute of Directors Governance Essentials course and found it very useful in providing a good foundation and understanding of key governance concepts.
- ILAC were nominated for the Public Service Commission Spirit of Service – Leadership in Governance Award and were named one of 3 finalists. The Co-Chairs and Te Pūkenga staff presented to the judges earlier in the month with winners to be announced at an awards ceremony in mid-September 2022. The nomination and presentation slides are attached as **Appendix 3** of this report.

Work Programme Deliverable	Status/Update
Develop Interim Advisory Committee Relationship Agreement	<ul style="list-style-type: none"> • Completed.
Develop Interim Advisory Committee Work Programme	<ul style="list-style-type: none"> • Completed - ILAC has requested that the Council consider/prioritise the significant matters of strategic direction it requires advice from ILAC on in relation to its own work programme.
Develop an operational issues process and provide advice on a communication plan to ensure the Advisory Committees purpose within the wider network is understood and communicated effectively.	<ul style="list-style-type: none"> • Completed - Communications plan developed and approved by ILAC at its 2 June hui. • Completed - Staff have been providing advice on any operational issues raised by the committee and capturing/re-directing any follow up actions, however the committee continues to focus on key strategic matters and providing advice on significant matters that affect learners.
Develop Permanent Learner Committee Framework (<i>terms of reference, relationship agreement, position descriptions, induction & handover guides</i>) noting statutory framework and Council decisions.	<ul style="list-style-type: none"> • Completed - ILAC have carried out a robust process to inform their considered recommendation to the Council on the makeup of the permanent Learner Advisory Committee (<i>recommendation report under separate cover</i>). The discussions have focused on fair and effective representation for all learners, and in particular priority groups. • Completed – ILAC have developed and approved a recommendation to Council concerning the permanent Learner Advisory Committee representation arrangements. This was a key milestone for the committee and will provide the basis for the key deliverables/mahi going forward for ILAC i.e. developing an elections process and a capability and confidence training programme. • In Progress - Te Tiriti o Waitangi guidance for the advisory committees is currently being drafted. The guidance will form part of the tools and resources being developed for the permanent advisory committee framework. • Completed - The ILAC Co-Chairs have both completed a Governance Essentials Programme with the Institute of Directors. ILAC has begun discussing confidence and capability needs for committee members which will inform the development of future capability and confidence building programme.

Work Programme Deliverable	Status/Update
Advise on the development of an Election Process for the 2023 Learner Advisory Committee (in conjunction with Kaimahi elections)	<ul style="list-style-type: none"><li data-bbox="596 293 1378 360">• In Progress - ILAC will be to begin advising on and developing the 2023 elections process in quarter 3.

Endorsed and provided by the ILAC Co-Chairs on behalf of ILAC,
Jordan Gush & Dahrian Watene

Appendix 2 – Interim Learner Advisory Committee Work Programme

AGENDA ITEM	MAR 16	APR 12	JUNE 02	AUG 16	OCT 4	DEC TBC
GOVERNANCE (Council Priorities)						
Develop Interim Advisory Committee Relationship Agreement	•	•				
Develop Interim Advisory Committee Work Programme	•	•				
Develop an operational issues process and provide advice on a communication plan to ensure the Advisory Committees purpose within the wider network is understood and communicated effectively.		•	•			
Develop Permanent Learner Committee Framework (<i>terms of reference, relationship agreement, position descriptions, induction & handover guides</i>) noting statutory framework and Council decisions.		•	•	•	•	
Advise on the development of an Election Process for the 2023 Learner Advisory Committee (in conjunction with Kaimahi elections)		•	•	•	•	
PERFORMANCE MONITORING						
Quarter 1 report to Council		•		•		•
Quarter 2 report to Council						
Quarter 3 report to Council						
Quarter 4 report to Council – Final report from Interim Committee						
STANDING ITEMS						
Komiti Māori report	•	•	•	•	•	•
Te Poari Akoranga report	•	•	•	•	•	•
Co-Chairs report	•	•	•	•	•	•
Council Update Report		•		•		•
ONGOING - Advise on Council Strategic Matters						
Learner Voice (Contribute perspectives of Te Pūkenga Learners, without replacing the need for Te Pūkenga to also engage directly with learners on significant proposals)						

Appendix 3 - 16 May - ILAC Wānanga – Kirikiriroa

Overview of the ILAC Wānanga held in Kirikiriroa

Date: 16 February 2022, 9.00am – 4.00pm

In Attendance: Jordan Gush, Henry Geary, Ezra Tamati, Nina Lee Griffith, Skyla Flowers, Hamish Duncan, Dahrian Watene, Lupe Koutoke

Staff in Attendance: Simone Andersen, Debbie Preston, Victor Grbic, Guy Collier, Becca Brooke, Aayla Peebles, Katrina Thomas, Annie Waterworth, Tania Winslade

Apologies: Cecily Zhou

Purpose of the wānanga was to facilitate a co-design session with ILAC on:

- **Future state for learner voice and representation of ILAC**

Building on the discussion around permanent advisory committee representation models and exploring future state of learner voice within the wider context of the operating model and regions.

- **What do learners need to support their success from day one?**

Follow on from the Learner with Whanau Success & Equity Strategy Programme & Initiatives presentation.

Discussion Points	Overview/Outcome
1. Learner Advisory Committee (LAC) Representation Arrangements	ILAC provided a steer on its preferences and ideas around the representation arrangements for the permanent LAC. Staff will use the insights and direction provided to bring back some options for the committee to consider and discuss further. ILAC will then make a recommendation to the Council on the permanent structure of the LAC. There are other workstreams that sit alongside this mahi, such as refining the committees' Terms of Reference, elections process, and induction/guidance. ILAC touched on some of these topics at the wānanga, and these conversations will continue to inform and form part of the ILAC's work ahead.

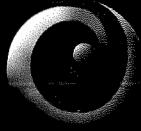
2. Future State of Learner Voice	This topic was of utmost importance for learners. Over the coming months staff will be working with various groups across the learner engagement framework to develop options on how the future state of the learner voice system might be organised, connected, and supported within Te Pūkenga and its emerging operating model. As this mahi progresses, the team will keep ILAC informed and check back in with the committee at key points along the journey.
3. What do learners need to support their success from day one? (Learner (with Whānau) Success and Equity Strategy)	The Learner (with Whānau) Success and Equity Strategy will set out what is delivered over the next 10-years to ensure learners have what they need to thrive. An important part of this mahi is building relationships and working with learners across the network as an integral part of designing their future and success. Understanding what learners need most to support their success from day one is key to this mahi. ILAC provided some great insights and ideas around this topic. As more engagement occurs across the network, the insights gathered from learners will be analysed and used to refine current momentum strategies that better reflect the feedback from learners. ILAC will be kept informed and involved as the Learner (with Whānau) Success and Equity Strategy develops over the coming months.

NEXT STEPS

- Summarise key themes emerging for all topics above and continue to work with ILAC to keep the group informed and involved with the workstreams as they progress.



Appendix 4 - Spirit of Service Leadership in Governance Award - Nomination



- Te Tohu mō ngā Hua E Pai Ake Ana | Better Outcomes Award
- Te Tohu mō te Ratonga Whakahirahira | Service Excellence Award
- Te Tohu mō te Tūhonotanga a Ngāi Māori me te Karauna | Māori Crown Relationships Award
- Te Tohu mō te Kaiārahi Mahi Whakahaere | Leadership in Governance Award.

Te Hāpai Hapori | Spirit of Service Awards celebrate outstanding initiatives and individuals motivated by a spirit of service to the community.

Eligibility

Entries for **Te Tohu mō ngā Hua E Pai Ake Ana | Better Outcomes**, **Te Tohu mō te Ratonga Whakahirahira | Service Excellence** and **Te Tohu mō te Tūhonotanga a Ngāi Māori me te Karauna | Māori Crown Relationships Awards** will be accepted from single agencies or collaborative cross-agency initiatives and may include partners outside the public sector.

Entries for **Te Tohu mō te Kaiārahi Mahi Whakahaere | Leadership in Governance Award** will be accepted from public sector boards or cross agency governance groups. Crown entities and monitoring agencies may enter a public sector Board, with that Board's consent.

Entries are invited from:

- Central government departments (Public Service departments, departmental agencies and non-public service departments)
- Crown entities (excluding Crown entity subsidiaries and school boards of trustees)
- Public Finance Act Schedule 4 organisations
- Offices of Parliament
- State-owned enterprises, excluding mixed ownership model companies
- Tertiary education institutions in the state sector (universities, polytechnics, wānanga)
- Local government organisations, excluding council-controlled organisations.

Nominations

You may enter more than one award category, but not for the same initiative.

Entry submission deadline: 12:00pm, Monday 23 May 2022. Please submit your entry by email: awards@publicservice.govt.nz

We will confirm receipt of your entry within two working days.

Judging and finalists

A judging sub-committee will select the finalists for each award category in June and we will advise all applicants whether they have been chosen as a finalist by 29 June 2022.

Finalists will be announced on the Awards webpages and recognised in social media posts prior to the Awards event. If you are selected as a finalist, your entry form will be used to prepare a brief description of your work and achievements. We will work with finalists to arrange photographs and ensure information we publish is accurate.

In late July, finalists will be asked to present to a judging panel at Te Kawa Mataaho | Public Service Commission, in Wellington. If COVID-19 restrictions prevent us from bringing finalists and judges together in person, this will be done virtually. Presentations to the judges will be videoed and excerpts may be shown at the Awards event, on our webpages and social media and at other Public Service events. We ask that everyone involved in your presentation to the judging panel consents to the presentation being videoed and shared on these platforms.

Judges' decisions will be final.

All winners will be announced at the Awards event on 15 September 2022.

1. Contact details

Name of contact for this entry: Becca Brooke

Role title of contact: Learner Governance Lead

Agency: Te Pūkenga

Work phone: 021901684

Email address: becca.brooke@tepukenga.ac.nz

2. Entry details

Select award category:

- Better Outcomes Award
- Service Excellence Award
- Māori Crown relationships award
- Leadership in Governance Award

Name of initiative, board, or governance group:

Te Pūkenga Interim Learner Advisory Committee

Name of the lead person for this initiative, board, or governance group (if different from the contact person above):

Tania Winslade

Role title: Deputy Chief Executive Learner Journey and Experience

Work phone: 021 617 078

Email address: Tania.winslade@tepukenga.ac.nz

Name of the agency or lead organisation: Te Pūkenga

List all organisations involved (if more than one):

3. Tell us about your entry

Describe your entry below. Judges will shortlist finalists based on your written responses.

Please do not attach supporting documents or add links to webpages or video, as the judges will not take these into consideration.

Keep your responses within the prescribed word limits.

If your entry is selected as a finalist, we will draw on these words to describe your entry on our webpages and social media.

1. Summarise why your entry should be chosen for this award. (Maximum 120 words)

Te Pūkenga Interim Learner Advisory Committee (ILAC) is an example of learner leadership and of doing governance differently.

ILAC represents the voices of nearly 270,000 learners at Te Pūkenga. Its statutory functions are to provide advice to Council on strategies or issues relevant to learners. Learners have been involved from the beginning in the construction of ILAC, with the diverse and inclusive nature of what has been built by learners leading to a safe and productive space and governance culture.

ILAC demonstrates leadership by:

- embodying the commitment to placing learners at the centre of everything we do
- helping develop the relationship agreement which established how they work with Council.
- consistently providing insightful advice from a learners' perspective into matters of strategic significance.
- forming a diverse but close-knit group who support each other to improve on their governance understanding and capability.
- approaching opportunities with humility and compassion and respecting others unique perspectives and culture.

2. What did you do and who was involved? (Maximum 500 words)

Te Pūkenga Interim Learner Advisory Committee (ILAC) are approaching governance differently and challenging the norm in terms of how they operate as a group and how they provide advice on strategic matters.

The committee is comprised of a passionate group of individuals who represent all Te Pūkenga learners but are particularly representative of underserved groups - ākonga Māori, Pacific and disabled. They take their advisory role seriously and are highly attentive and responsive.

The Committee held its first hui in December 2021, and the co-chairs participated in a workshop in February 2022 to establish a Relationship Agreement with the Council and Work Programme. ILAC has held further hui in March, April and June 2022 and is progressing well against its work programme.

Other achievements thus far include:

- an in-person wānanga held in May 2022 to workshop permanent committee structure and representation arrangements (a key work programme deliverable for the Committee). At this session ILAC also provided some initial input into the 'future state of learner voice' and feedback around 'what learners need from Day One to be successful'.
- the provision of advice on key learner-focused matters from Te Pūkenga Work Plan including:
 - o input into the Operating Model including recent workshops
 - o input into the Learner Engagement Framework (to be implemented through the Operating Model)
 - o development of the 'Learner with Whānau Success and Equity Strategy'
 - o input into development of the National Disability Action Plan
 - o learner appointments to Komiti Māori and Te Poari Akoranga (Academic Board)
 - o input and development of representation arrangement options for the permanent learner advisory committee
 - o feedback and input into the development of the Sustainability Strategy
 - o feedback and input into 'Te Pae Māhutonga', Te Pūkenga wellbeing framework
 - o feedback and input into 'Te Whiria Te Pūkenga' - Mātauranga Māori Framework for Te Pūkenga
 - o participating in the co-design of Te Pūkenga 'Outcomes Framework'.
- a presentation by the Chair of ILAC made to 200 leaders at a RoVE leadership hui alongside the National Student Associations and Te Pūkenga management in April 2022. The contribution was well-received and highlighted Te Pūkenga learner-centred mahi as good practice for the wider sector and associated entities.
- several members recently attended a TEC governance and leadership workshop and the Co-chairs attended Institute of Directors governance essentials training. They will also take part in Governance NZ chair training this year.

Te Pūkenga CE Stephen Town has made it known that he is impressed by their mana and dedication. "The ILAC group demonstrate what can be achieved when learners know that they have a voice that we want to hear. The Committee has consistently shown Te Pūkenga leadership and the Council that learners are more than able to contribute at the highest levels and that there's a genuine commitment to becoming partners in the transformation of vocational education."

3. What did you set out to achieve? What did you achieve? (Maximum 500 words)

Te Pūkenga is mandated to put learners with whānau at the centre of everything the organisation does, as well as apply Te Tiriti and seek equitable outcomes for all learners, which means a fresh approach to many aspects of the system.

The traditional approach has been to develop a programme or service based on what professionals consider as working best. But often when this approach is taken, what is developed does not meet the needs of the people who are meant to benefit from it.

Te Pūkenga set out to deliberately change this by first gaining an understanding of what learners need and want. The 2020 'Te Rito' research program set out to understand the 'what', 'why' and the 'who' of learners - the interests, aspirations, cultural backgrounds and life complexities of ākongā. This research resulted in three reports that provided a clear view of what learners felt they needed to achieve their version of success. The reports identified 74 opportunities to enhance learner success which were then summarised into 12 objectives.

This was the first step in bettering learner outcomes by addressing the multitude of factors that undermine ākongā access, participation, persistence, and completion. These factors go well beyond learner support, to encompass qualification design, staff capability and the need to understand ākongā socio-cultural situations and their desires for financial stability.

A huge part of this is ensuring and enabling learners to have a voice at the highest level and that they can effectively contribute to and influence strategic decision-making. Learners were involved from the beginning in the development of ILAC, which has become a cohesive well-functioning advisory committee.

As part of Te Pūkenga commitment to putting learners at the centre, the organisation set out to ensure that learner leaders were equipped with the skills, confidence, and capability to understand and carry out their various leadership, governance, and advisory roles effectively and confidently. These new leaders have taken up all the opportunities that have been offered to help them grow, increase capability and confidence in the governance space.

Te Pūkenga has supplied the committee with experienced resource to support them to achieve the outcomes required by virtue of their positions, which has enabled the committee to meaningfully contribute and to develop in their governance capability.

4. How does your entry exemplify a spirit of service? (Maximum 500 words)

We define spirit of service as:

- Opening hearts and minds to the needs of others
- An attitude of humility
- Being motivated by something bigger than ourselves

The committee embodies the 'spirit of service' by their commitment to understanding each other thereby understanding the diverse and unique needs of Māori, Pacific, and disabled peoples. They have LGBTQ+, and an international learner representative and genuinely care about the needs of these different communities.

They consistently hold the voice of learners at the forefront and unapologetically bring this to the forefront of all interactions within and outside of Te Pūkenga.

The group patiently challenges the norm of governance and are strong in their resolve to do they are there to do. The Co-Chairs, with the input of the group, have built a resilient and inclusive team culture that respects and encourages everyone's point of view and facilitates input from everyone.

The Committee has noticeably started to influence several workstreams within Te Pūkenga and outside of the organization through their participation in other roles.

ILAC demonstrates genuine humility, understanding that things take time and that they don't change overnight. They are motivated by something bigger than themselves – showing themselves to be truly committed to offering their service to the Committee for the kaupapa of educational reform.


They are effective in internal governance, constantly holding each other to account and reminding each other of the purpose and kaupapa of the group.

They have managed to significantly exert their influence across a number of governance spaces including The academic board, Komiti Māori and Te Pūkenga Council.

ILAC genuinely do governance differently by bringing open hearts and open minds to the table. They focus on creating an education experience that nurtures the learner by providing the right environments to flourish. Their meetings are upbeat, constructive, and strategic. They are our future leaders, and we are in good hands with them leading the way.

4. Chief executive or chair endorsement

Your entry must be endorsed by the relevant chair or chief executive. If multiple agencies are involved, including partners outside the public sector, the endorsement of all chief executives is required. We will accept a brief email from the chief executives of partner organisations indicating that they endorse the entry. Note that endorsement implies agreement to information being provided to Te Kawa Mataaho | Public Service Commission and the relevant judging panel, and the use of that information to evaluate this entry and for publicity purposes.

Name:	STEPHEN TOWN	Role title:	CHIEF EXECUTIVE
Organisation:	TE PUKENGA	Signature:	
Name:		Role title:	
Organisation:		Signature:	
Name:		Role title:	
Organisation:		Signature:	
Name:		Role title:	
Organisation:		Signature:	

4. Submit your entry

Check you have completed all relevant sections of this entry form. Once complete, please submit your entry by 12 noon, 23 May 2022 to awards@publicservice.govt.nz. Please mark your email [in confidence] and if possible use SEEMAIL.

We will let you know we have received your entry within two working days.

Privacy Statement

We collect information about your work and achievements to support the judging panel to evaluate your entry. Te Kawa Mataaho | Public Service Commission may collect personal information about the motivation to service and integrity of individuals involved in your initiative, board or governance group.

Besides our staff, we share this information with the external judging panel to support them to evaluate entries and to ensure the integrity of applicants.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, please contact us at awards@publicservice.govt.nz.

Thank you for entering Te Hāpai Hapori | Spirit of Service Awards 2022
He mihi nui tēnei ki a koutou!



Appendix 5 - Spirit of Service Leadership in Governance Award – Presentation

Spirit of Service Award
Leadership in Governance
Learner Advisory Committee
Tā Te Komiti Tohutohu Ākonga



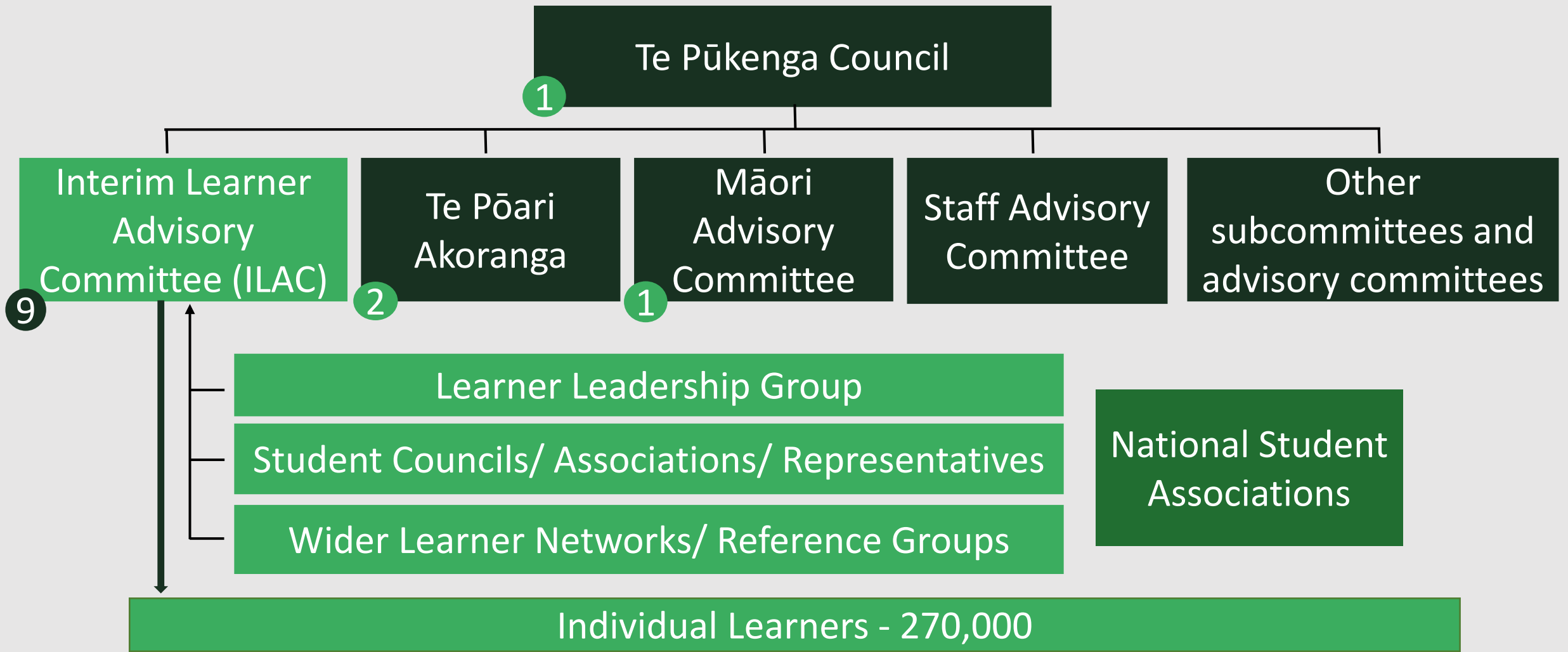


Being motivated by
something bigger than
ourselves

Our Why



Te Pūkenga Governance – Setting the Scene





Learner Advisory Committee Purpose

Represents the voices of around 270,000 Te Pūkenga learners. Its statutory function is to provide advice to Council on strategies or issues relevant to learners.

Learners were involved from the beginning in the construction of the learner advisory committee. The diverse and inclusive nature of what has been built has created a safe, productive governance space and culture.



An attitude of humility



The Journey & Culture of the Learner Advisory Committee

- *With a willingness to take advice whilst testing the limits the governance capability and growth of the learner committee has gone from strength to strength.*
- *The kaupapa of educational reform is at the heart of the all mahi carried out by the learner committee. They understand that good things take time.*
- *The Co-Chairs, with the input of the group, have built a resilient and inclusive team culture.*



Our People | He Tāngata

Our People | He Tāngata

Dahrian Watene (Co-Chair)
NorthTec
Accounting & Māori Enterprise

‘What inspires me is knowing my own whakapapa, where I come from, who I am, my whānau and my babies. When I ground myself in that moment, its like a bolt of lightning.

The biggest learning for me being part of the committee is how important it is to be brave.’



Our People | He Tāngata

Jordan Gush (Co-Chair) Building and Construction ITO (BCITO) Building

'As an apprentice we don't normally have opportunities to participate in a learner body. To not only be able to participate but to have a seat at the governance table is different - I hope other organisations will take this on board.'

I look forward to the positive impact that having learners at the table will have to help ensure all learners succeed and we achieve equity within vocational education in Aotearoa.'



Our People | He Tāngata

Skyla Flowers (Member) Weltec & Whitireia Creative Arts

'I can't wait to see an Aotearoa where everyone from every walk of life has access to tertiary education.'

'My peers are my biggest teachers. The culture at Te Pūkenga has made it a safe space for everyone to talk about their life. Learning from each other is astronomical and will forever be cherished.'



Our People | He Tāngata

Ezra Tamati (Member) Otago Polytechnic Photography

'What inspires me the most is the opportunity to help change education in a positive way. Showing more of a holistic approach.'

'My biggest learning was how to navigate not only the education system but also governance. Learning that everything you say and do has an impact on the akōnga who you represent. Having to speak on behalf of 270,000 akōnga all over Aotearoa is a task that can not be taken lightly.'



Our People | He Tāngata

Cecily Zhou (Member) Ara Institute of Canterbury Construction

'What motivates me is being able to participate in policy and strategy discussions. I have a chance to learn and improve on my governance capability and leadership.'

Through changes we can find many new methods and breakthroughs. Positive and effective changes will make whanau and communities better.'



Our People | He Tāngata

**Hamish Duncan (Member)
Nelson Marlborough Institute of
Technology
Nursing**

'What inspires me is getting to be part of a team aiming to change and improve education for all of NZ.'

The reform of vocational education will enable increased equity and access to education and hopefully future learners experiencing holistic care from their educational institution.'



Our People | He Tāngata

Nina Lee Griffiths (Member) Building and Construction ITO (BCITO) Building

'What inspires me is taking my day-to-day experiences in this current system to inform and help shape the new approach to holistic, supportive and empowering education for whoever enrolls next with Te Pūkenga.

The change will be hugely impactful for empowering all learners to feel supported within their learning environments.'



Our People | He Tāngata

Henry Geary (member)
Open Polytechnic
Architectural Technology

'What motivates me is making a real change for akōnga in vocational education, ensuring the needs of Māori, mature and online learners are considered. Governance is so important, its imperative that akōnga have a seat at the table.'



Our People | He Tāngata

Lupe Kautoke (Member) Unitec Institute of Technology Social Work

'Although our team is so diverse, we have been united by the hope of a better education system. This guides our work and allows us to have those hearty conversations in confidence knowing that our different perspectives add value to our work.'

'I'm proud of our rangatira. They have committed to the work that we do and they turn up for us and represent our committee with respect and integrity. Their leadership is inspirational.'





Opening the hearts and
minds to the needs of
others



Learner Advisory Committee Wins:

- Effective in internal governance, constantly holding each other to account and reminding each other of the purpose and kaupapa of the group.
- Holding the voice of learners at the centre and unapologetically bringing this to the forefront of all interactions.
- Challenging the norm of governance and decision making.
- Outcomes focussed by always striving to find a way to resolve challenges.
- Noticeably influencing several workstreams and groups within Te Pūkenga and further afield.

Te Pūkenga Interim Learner Advisory Committee

‘Our Future Leaders’

**“E hara taku toa, i te toa
takitahi, Engari he toa taku tini”**

*My strength is not that of
an individual, but the
strength of a collective*



Tēnā rawa atu koutou | Thank you all

Questions?



Pūrongo Kaunihera a Te Pūkenga

Council Report - Open

29 August 2022

Title	Interim Learner Advisory Committee (ILAC) – Confirmed Open Minutes – 2 June 2022 and 5 July 2022
Provided by	Tania Winslade – Deputy Chief Executive Learner Journey and Experience
Author	Simone Andersen – Kaikōkiri Director Learner and Whānau Engagement Becca Brooke – Learner Governance Lead
For	Information

Te Taunaki | Recommendation(s)

It is recommended that the Council:

- a) receive the report; and
- b) note the confirmed open minutes (**appendix 1 & 2**) and meeting summaries for the Interim Learner Advisory Committee (ILAC) meetings that took place on 2 June 2022 and 5 July 2022.

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is for the Council to receive the confirmed open minutes (**appendix 1 & 2**) and meeting summaries for the Interim Learner Advisory Committee (ILAC) meetings that took place on 2 June 2022 and 5 July 2022.

Putanga kōrero | Key points

ILAC Meeting – 2 June 2022 – Meeting Summary

- **Council Member Tania Hodges** attended part of the ILAC meeting. She acknowledged the work of ILAC and provided a brief overview of some of the key things the Council was currently focused on and some of the challenges coming up.
- **An ILAC wānanga took place on 16 May** to workshop the ‘future state of learner voice and representation’ and ‘what learners need to support their success from day one’. This wānanga fed into the ‘Learner Advisory Committee Representation Arrangement Options Report’ and also the Learner with Whanau Success and Equity Strategy and business case.
- **Communications plan for ILAC** has been developed with previous input from the committee. This was one of the key pieces of work signalled in the committees work plan.
- **A report on the advisory committee election timing** was presented to the Council at its April 2022 meeting with the staff recommendation to hold elections in quarter 3 of 2023 being approved. Council also approved the extension of current ILAC members contracts to align with this timing which staff would arrange for members in due course.

- **ILAC formed its recommendation to Council** regarding the make-up of the permanent Learner Advisory Committee. *Note - This recommendation was amended at the 5 July ILAC meeting.*
- **ILAC provided input and feedback into several key strategies/framework:**
 - Learner with Whānau Success and Equity Strategy Business Case
 - Te Pae Māhutonga (Wellbeing Framework)
 - Sustainability Strategy
 - Whiria Te Pūkenga – Mātauranga Māori Framework

ILAC Meeting – 5 July 2022 – Meeting Summary

This meeting was called out of cycle for the committee to discuss two matters (one open and one closed) that were unable to wait until its next scheduled meeting on 16 August 2022.

- **Amendment to Interim Learner Advisory Committee (ILAC) recommendation to Council on Learner Advisory Committee representation arrangements.**

Since the last meeting where ILAC resolved their recommendation to Council on future Learner Advisory Committee (LAC) arrangements, some further legal advice had been received that clarified that each member of the LAC **must be elected** by their peers. ILAC subsequently amended their previous recommendation to reflect this advice.

Note:

A separate report has been written regarding the recommendation to Council for the Learner Advisory Committee Representation Arrangements.

Ngā Tāpirihanga | Appendices

Appendix 1 - Confirmed Open Minutes for the Interim Learner Advisory Committee (ILAC) Meeting that took place on 2 June 2022.

Appendix 2 – Confirmed Open Minutes for the Special Interim Learner Advisory Committee (ILAC) Meeting that took place on 5 July 2022

Te Pūkenga Interim Learner Advisory Committee (ILAC) OPEN Minutes

Minutes of a meeting of the interim Learner Advisory Committee held via audio-visual link on 2 June 2022 at 4.30pm.

PRESENT

Members:

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

In attendance:

- Simone Andersen (*Kaikōkiri Director Learner & Whānau Engagement*)
- Tania Winslade (*Deputy Chief Executive Learner Journey & Experience*)
- Becca Brooke (*Learner Governance Lead*)
- Katrina Thomas (*Principal Advisor*)
- Aayla Peebles (*Learner Partnerships Advisor*)
- Annie Waterworth (*Implementation Lead*)
- Chelsey Stewart (*Learner Journey & Experience Advisor*)
- Kirsten Te Wao (*Kaikōkiri Director Learner Wellbeing & Services*)
- Warwick Pitts (*Kaikōkiri Director Learner Strategy & Experience*)
- Ehsan Yaeghoobi (*Sustainability Lead*)
- Ben Ngaia (*Kaikōkiri Maori Academic Development*)
- Mariana Tapsell (*Capability Co-Lead Mātauranga Māori*)
- Layelin Stewart (*Engagement & Mātauranga Maori Advisor*)
- Kaye Cunningham (*Senior Programme Manager – Op Model*)
- Caleb Kiriona (*Project Manager – Op Model*)
- Alexandra Grace (*Senior Communications Advisor*)
- Stephen Henry (*Director Transformation & Transition*)

1) Karakia Timatanga

The meeting was opened with a Karakia by Co-Chair Dahrian Watene.

2) Introductions/Welcome

It was noted that Council members Tania Hodges and Peggy Fairbairn-Dunlop would be in attendance from 5.00pm – 5.30pm.

3) Apologies

Resolved: (Dahrian Watene/Henry Geary)

That the apologies from Cecily Zhou for lateness and from Jordan Gush for early departure are received and accepted.

4) Confirmation of Agenda

Resolved: (Dahrian Watene/Nina Lee Griffith)

That the agenda is confirmed, noting that the agenda order would need to be flexible to accommodate presenter/guest availability. Depending on how the meeting progresses, the meeting may need to be adjourned to be reconvened at a suitable date/time.

5) Declarations of Interest

There were no declarations of interest.

6) Confirmation of 12 April 2022 OPEN Interim Learner Advisory Committee Meeting Minutes

Resolved: (Hamish Duncan/Nina Lee Griffith)

That ILAC confirm the open minutes of the interim Learner Advisory Committee meeting that took place on 12 April 2022 as a true and correct record.

Items 12 & 13 were taken next to accommodate availability of presenters/guests.

12) Advisory Committee Communications Plan

The Learner Governance Lead introduced the item noting that it was part of ILAC's work plan to provide input into the development of a communications plan for the advisory committees.

Resolved: (Hamish Duncan/Dahrian Watene)

That ILAC receive and approve the draft ILAC Communications Plan.

13) OPEN Council/Committee/Representative Group Updates**• Council**

Co-Chair Jordan Gush noted that the next Council meeting was next week and that there was a governance review item on the agenda which would be discussed at a subsequent ILAC meeting.

Staff noted that a report on the advisory committee election timing had been presented to the Council at its April meeting with the staff recommendation to hold elections in quarter 3 of 2023 being approved. Council also approved the extension of current ILAC

members contracts to align with this timing which staff would arrange for members in due course. Staff responded to a question from members concerning the alignment of the elections process with the Kaimahi Advisory Committee, and handover process.

- **Komiti Māori**

ILAC Co-Chair and Komiti Māori member Dahrian Watene noted that the Komiti were focused on staying in their lane but had spoken about supporting ILAC as per their TOR.

- **Disability Action Plan Steering Group**

ILAC member Henry Geary noted that the Council had approved the Disability Action Plan as a working document and advised that the group were currently working through submissions made by subsidiaries.

- **Te Poari Akoranga**

A verbal update on Te Poari Akoranga was provided by members Hamish Duncan and Skyla Flowers. It was noted that the committee had raised questions around the nursing programme and discussion had been had around establishing some working groups for academic programmes. Various questions had been raised around the involvement from trades in terms of representation at this forum.

Resolved: (Henry Geary/Hamish Duncan)

That ILAC receive the April/May 2022 Council Summary (**Attachment 1 in the agenda**) and the verbal updates concerning OPEN Council/committees/representative groups.

14) General Business & Action List

ILAC discussed the following matters:

- Opportunities to be part of some working groups including the Outcomes Framework project. It was noted that it was hard to get involvement from work-based learners for a number of reasons. Members discussed incentives and better ways of engaging with learners. Using prezzy cards wasn't really viewed as a good way to incentivise getting feedback. The use of social media and visuals needed to be better utilised.
- Feedback loops of mahi learner leaders and ILAC had contributed to needed to be more robust.

Action List

12 April 2022:

Staff Action	Update
<p>1. Learner with Whanau Success & Equity Strategy Programmes & Initiatives</p> <ul style="list-style-type: none"> • Copy of the presentation to be provided to Members, and form to be created with questions that ILAC can consider and provide further feedback. 	<p>Completed - Copy of the presentation was made available. Wānanga was held on 16 May</p>

<ul style="list-style-type: none"> Wānanga to be organised to discuss ‘what learners need to support their success from day one’ 	<p>where ILAC provided further input and feedback.</p>
<p>2. Learner Engagement Framework Discussion – ‘What does good learner engagement look like?’</p> <ul style="list-style-type: none"> LWE team to make the miro link available to members through the teams channel to provide further feedback on this topic. 	<p>Completed - This was discussed further at the 16 May Wānanga.</p>

Resolved: (Nina Lee Griffith/Lupe Kautoke)

That ILAC receive verbal updates provided by staff, note the action list, and any matters of general business.

Following the above item, Council member Tania Hodges joined the meeting. Apologies following the meeting were received from Council member Peggy Fairbairn-Dunlop.

Tania Hodges was welcomed to the meeting. She acknowledged the work of ILAC and the recent Wintec and Toiohomai subsidiaries who had transitioned to Te Pūkenga. She provided a brief overview of some of the key things the Council was currently focused on and some of the challenges coming up as the organisation headed towards day one.

She responded to questions from ILAC members concerning:

- The involvement of ILAC with the operating model work.
- How the Te Pūkenga board was different from other boards she had been on.
- Council’s biggest challenges.
- Unification of fees, costs of programmes and potential impacts on learners.
- Support for learners and equitable outcomes.
- Diversity of thinking and governance advice.

Staff Actions:

- Te Pūkenga workplan & ‘what you can expect document’ to be circulated to ILAC members.
- ILAC to receive quarterly Te Pae Tawhiti reports for information.
- Hard copy packs with key documents to be arranged for ILAC members.

15) Learner with Whanau Success and Equity Strategy Business Case – Update

The Kaikōkiri Director Learner Strategy and Experience provided an update on the Learner with Whanau Success and Equity Strategy Business Case. He noted that input from ākongā, in particular ILAC, had been incorporated into the strategy business case.

Staff responded to questions from Members concerning:

- Programme unification and input of learners into developing teaching resources.
- Tuakaina Teina, navigators and mentoring programmes.
- Current state vs future state for learner success and equity.

Resolved: (Dahrian Watene/Hamish Duncan)

That ILAC receive the overview and presentation on the Learner with Whanau Success and Equity Strategy and that staff note any feedback provided by the committee.

16) Te Pae Māhutonga (Wellbeing Framework) – Presentation and Engagement

Kaikōkiri Director Learner Wellbeing & Services provided a presentation on Te Pae Māhutonga - the organisation-wide wellbeing framework for kaimahi and ākonga.

She noted that Ākonga have told us through Te Rito research that holistic wellbeing is something they aspire to achieve and that we know learning and wellbeing go hand in hand, and that the wellbeing of kaimahi impacts the wellbeing of our ākonga.

The purpose of this presentation was to provide early insight to ILAC of the framework and to provide an opportunity for members to learn about Te Pae Māhutonga, share experiences relating to the framework and inform what this might look and feel like for them in the future.

Members raised the following considerations for Te Pae Māhutonga Framework:

- How will the framework be embedded within the wider network and whether there will be tools/resources developed to guide implementation of the framework.
- Whether learners will be involved with informing the development of tools and resources and implementation of the framework within the network.
- Whether the framework aligns to Pacifica wellbeing values or has had input from that community specifically.

Resolved: (Hamish Duncan/Dahrian Watene)

That ILAC receive the overview and presentation on Te Pae Māhutonga and that staff note any feedback provided by the committee.

17) Sustainability Strategy – Presentation and Engagement

The Sustainability Lead and external consultant provided a presentation on the development of the Sustainability Strategy. He noted that the scope of the sustainability strategy can be grouped broadly into two buckets:

- **operational sustainability** (the network's impacts on people and planet that are a consequence of its existence); and
- **academic delivery** (what learners are taught about sustainability, and how).

Feedback from ILAC was being sought as the strategy was expected to have direct and significant impact on learners. The following questions were put to ILAC for input:

- If Te Pūkenga achieved its sustainability goals, what would it look like?
- From your perspective, what might those goals be?

- What are the most relevant challenges to overcome in the next year?
- What factors will accelerate progress?
- If you had to begin operationalising a sustainability strategy tomorrow, what would you need?

Members raised the following considerations for the Sustainability Strategy:

- Initiatives/programmes to engage with ethical and sustainable partners.
- Sustainability through a financial lens - making sure initiatives can continue into the future and have long term benefits.
- Indigenous voice to be front of mind - Te Ao Māori world view. Iwi and Hapu should be central to the development of a sustainability strategy.
- How do we cater for technology needs vs sustainability needs?
- How are we teaching learners about sustainability – bringing people on the journey?
- Implications and learnings of covid need to be looked at with respect to developing a sustainable support network.
- Consideration for the many different aspects of sustainability needed to be articulated well.
- The sustainability strategy needs to join up with other work being done at Te Pūkenga i.e. Mātauranga Māori framework.
- Environmental wastage within various industries -how can we lead the change in this area?
- Workforce sustainability – how do we keep learners in NZ.

Resolved: (Nina Lee Griffith/Henry Geary)

That ILAC receive the overview and presentation on the Sustainability Strategy and that staff note any feedback from provided by the committee.

18) Whiria Te Pūkenga – Mātauranga Māori Framework for Te Pūkenga – Presentation and Engagement

The Kaikōkiri Maori Academic Development, Capability Co-Lead Mātauranga Māori, and Engagement & Mātauranga Maori Advisor provided a presentation to the committee outlining that Whiria Te Pūkenga was a Ngā Uara (Values) based, Tangata (people) centred framework that offers grounding to the Ako Framework by way of a whakapapa that contextualises Ako within a Te Ao Māori worldview.

Whiria Te Pūkenga is to be a collaborative kaupapa that is informed by the mātanga within and external to the network and seeks to consider and reflect where appropriate the qualities of the frameworks and strategies that are currently providing effective results for learners and their whānau. The following questions were put to the committee for input:

- What are your perspectives on Mātauranga Māori, and what value does it bring to you?
- What value has Mātauranga Māori brought to your learning journey?

- What learnings would you offer to us to consider in ensuring that your ongoing journey supported by Mātauranga Māori meets your expectations?

Members raised the following considerations for the Whiria Te Pūkenga framework:

- Ākonga and whanau involvement would be important in the development of this framework.
- Thought should be given to how framework in its final state is communicated/delivered. Different types of learners receive information in different ways. Something as important as this framework should be integrated holistically at all staff and learner levels across the network.
- Consideration within the framework on how to increase Te Reo capability across all levels including learners should be given.
- This framework should underpin the unification of programmes – need to ensure it is meaningful and fit for purpose.
- Some ILAC members would be keen to be part of a co-design process in the development of the framework.

Resolved: (Nina Lee Griffith/Lupe Koutoke)

That ILAC receive the overview and presentation on te Whiria Te Pūkenga and that staff note any feedback from provided by the committee.

The meeting adjourned at 8.30pm on 2 June 2022, and was reconvened at 4.30pm on 7 June 2022.

The reconvened meeting was opened with a karakia from Co-Chair Dahrian Watene.

3) Apologies

Resolved: (Hamish Duncan/Henry Geary).

That ILAC receive and accept the apologies from Jordan Gush due to sickness.

20) Resolution to exclude the public

Resolved: (Hamish Duncan/Lupe Koutoke)

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows:

General subject of matter to be considered	Reasons for passing this resolution	Ground(s) founder section 48(1) for the passing of this resolution
Operating Model Update	Good reasons to withhold information exists under Section 7 Local Government and Official Information and Meetings Act 1987	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Operating Model Update	To prevent the disclosure or use of official information for improper gain or improper advantage.	Section 7 (2) (j)
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The meeting went into a public excluded session at 4.37pm.

The meeting returned to an open session at 5.25pm.

19) Learner Advisory Committee Representation Arrangements - Options Report

The Learner Governance Lead and the Learner Journey and Experience Advisor introduced the report noting the work of the committee in forming the recommendation outlined in the report.

The committee discussed what groups of priority learners should make up the permanent committee, and how decisions should be made.

Resolved: (Dahrian Watene/Hamish Duncan)

That ILAC:

a.	Receive the report;
b.	<p>Recommend to Council the following governance arrangements for the permanent Learner Advisory Committee:</p> <ol style="list-style-type: none"> i. The committee comprise 11 learner representatives ii. The committee make recommendations by a high majority vote (75% of quorum) with a charter to be developed including guiding principles as to how the committee will work, including that in decision-making, the first intent should be to seek consensus. iii. 1 representative is elected from each region (noting 5 regions have been indicatively signalled) by the learner community of each region; iv. 1 representative is appointed (selected from a national pool of nominated candidates) for each of the following learner groups: <ul style="list-style-type: none"> • Maaori • Pasifika • Disabled • LGBTQI+ • International

	<ul style="list-style-type: none">• Work-based Learner
c.	Note that other aspects of the governance framework that will support the permanent Learner Advisory Committee (e.g. committee charter, terms of reference, position descriptions, induction process, appointments process, and election process) continue to be priority workstreams for the Interim Learner Advisory Committee to progress in the coming months.

The meeting was declared closed at 6.35pm with a Karakia from Co-Chair Dahrian Watene.

Te Pūkenga Interim Learner Advisory Committee (ILAC) OPEN Minutes

Meeting Date: Tuesday, 5 July 2022 (special meeting)

Meeting Time: 4.45pm – 5.47pm

Meeting Venue: Audio Visual Link

Members: Jordan Gush (Co-Chair) (*apology for absence*)

Dahrian Watene (Co-Chair)

Hamish Duncan

Ezra Tamati

Skyla Flower (*not in attendance*)

Henry Geary

Lupe Kautoke

Nina Lee Griffith (*not in attendance*)

Cecily Zhou (*apology for lateness*)

In attendance: Tania Winslade (Deputy Chief Executive Learner Journey & Experience)

Simone Andersen (Kaikōkiri Director Learner & Whānau Engagement)

Becca Brooke (Learner Governance Lead)

Simon Karipa (Governance Director)

Chelsey Stewart (LJE Advisor)

1) Opening Karakia

The meeting was opened with a karakia at 4.45pm by Co-Chair Dahrian Watene.

2) Introductions/Welcome

The Governance Director was welcomed to the meeting and introduced himself to the committee.

3) Apologies

Resolved: (Ezra Tamati/Hamish Duncan)

That the apologies from Jordan Gush for absence & Cecily Zhou for lateness are received and accepted.

Skyla Flowers and Nina Lee Griffith were not in attendance for the meeting.

4) Confirmation of Agenda

Resolved: (Hamish Duncan/Lupe Kautoke)

That the agenda is confirmed.

5) Declarations of Interest

There were no declarations of interest.

6) Amendment to Interim Learner Advisory Committee (ILAC) recommendation to Council on Learner Advisory committee representation arrangements.

The Learner Governance Lead introduced the report noting that since the last meeting where ILAC resolved their recommendation to Council on future Learner Advisory Committee (LAC) arrangements, some further legal advice has been received pertaining to whether appointed members (in addition to elected members) could form the membership of LAC. The advice clarified that each member **must be elected** by their peers.

She noted that staff had put forward a recommendation for an alternative option that is as close as possible to the original recommendation from ILAC that addresses the legislative issue around appointments.

Staff responded to questions from ILAC on alternative options and how an elections process could respond to electing priority group learners to the LAC.

Resolved: (Dahrian Watene/Hamish Duncan)

That ILAC:

- a) receive the report;
- b) **revoke** the following recommendation (b(i) to Council regarding future Interim Learner Advisory Committee arrangements:

- i) 1 representative is **appointed** (selected from a national pool of nominated candidates) for each of the following learner groups:

- a. Māori

- b. Pasifika
 - c. Disabled
 - d. LGBTQI+
 - e. International
 - f. Work-based Learner
- c) Recommend as part of the overall recommendation to Council on future Learner Advisory Committee arrangements, that:
- i. 1 representative is **nationally elected** from a national pool of candidates for each of the following learner groups:
 - a. Māori
 - b. Pasifika
 - c. Disabled
 - d. LGBTQI+
 - e. International
 - f. Work-based Learner

7) Resolution to exclude the public

Resolved: (Hamish Duncan/Dahrian Watene)

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows:

General subject of matter to be considered	Reasons for passing this resolution	Ground(s) founder section 48(1) for the passing of this resolution
Governance Review	Good reasons to withhold information exists under Section 7 Local Government and Official Information and Meetings Act 1987	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Governance Review	To prevent the disclosure or use of official information for improper gain or improper advantage.	Section 7 (2) (j)
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The meeting went into a public excluded session at 5.05pm.

The meeting was declared closed at 5.47pm.

Pūrongo Kaunihera a Te Pūkenga

Council Report

29 August 2022

Title	Komiti Māori – Confirmed Minutes (June, July 2022)
Provided by	Teorongonui Josie Keelan, Bentham Ohia
Author	Ebony Duff – Senior Governance Advisor
For	Information

Te Taunaki | Recommendation(s)

It is recommended that the Council:

- a) receive the report; and
- b) note the confirmed open minutes (**Appendix 1**) for Komiti Māori (Interim Māori Advisory Committee) meeting held on 16 June 2022;
- c) note the confirmed open minutes (**Appendix 2**) for Komiti Māori (Interim Māori Advisory Committee) meeting held on 21 July 2022.

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is for the Council to receive the confirmed open minutes (**Appendix 1**) and (**Appendix 2**) for the Komiti Māori meeting held on:

- a) 16 June 2022; and
- b) 21 July 2022.

Both sets of minutes are short and self-explanatory relating to administrative items.

Ngā Tāpirihanga | Appendices

Appendix 1 - confirmed open minutes for the Komiti Māori meeting held 16 June 2022

Appendix 2 – confirmed open minutes for the Komiti Māori meeting held 21 July 2022

Minutes & Actions

Komiti Māori

Date	16 June 2022
Time	9:13am
Location	Online Teams
Member attendees	Teorongonui Josie Keelan (Co-Chair, Council Representative), Glenda Taituha, Dahrian Watene, Ramari Raureti
Te Pūkenga attendees	Ana Morrison – Deputy Chief Executive, Partnerships & Equity Kieran Hewitson – Kaikōkiri Te Tiriti Practice Simon Karipa – Kaikōkiri Director Governance Ebony Duff – Kaitautoko Senior Māori Governance Advisor Sam Shannon - Komiti Māori Secretariat support (present till 9.30am)
Other attendees	Hana Tapiata – Mātauranga Iwi Leaders Group
Apologies	Te Pūoho Kātene, Bentham Ohia (Co-Chair), Jasmine Te Hira

Agenda item - Kōrero Summary / Key decisions	Actions	By
1. Administration		
<p>Karakia: Ramari Raureti</p> <p>Welcome/Apologies/Notices</p> <p>Apologies:</p> <p style="padding-left: 20px;">Moved: Josie Keelan Second: Ramari Raureti CARRIED</p> <p>Register of Interest (Updates)</p> <p style="padding-left: 20px;">No updates to the register</p> <p>Minutes of previous meeting held 19 May 2022</p> <p style="padding-left: 20px;">That the minutes of the previous meeting held 19 May 2022 be accepted as a true and correct record Moved: Glenda Taituha Second: Dahrian Watene CARRIED</p> <p>Matters arising</p> <p>None</p>	<p>Secretariat to update</p>	<p>Next meeting</p>

Agenda item - Kōrero Summary / Key decisions	Actions	By
<p>Next Meeting Dates</p> <ul style="list-style-type: none"> ▪ Discuss possibility of having meeting at Unitec, proposed date 21 July 2022. ▪ Komiti Māori pōwhiri with business students at 10am Thursday. ▪ Accommodation – use the place that Unitec uses, short walk from campus. ▪ 18 Aug meeting will be online. ▪ Glenda/Waikato will host 15 September hui – Josie will most likely give apologies for this. 		
2. Manu Kōkiri Cabinet Paper		
<p>Taken as read.</p> <ul style="list-style-type: none"> ▪ Komiti Māori has been well informed throughout the drafting of this paper. <p>The Chair moved to close the open part of meeting at 9.38am.</p> <p>Moved: Teorongonui Josie Keelan</p> <p>Second: Ramari Raureti</p> <p>CARRIED</p>		

Action List

Item	Action description	Owner	Status – open / on-going / closed
	Monitor register of interests for updates	Secretariat	(ongoing)
	Arrangements for July meeting	Secretariat	(open)

For Partnerships and Equity use only
Key decisions made
Key comms messages

Minutes & Actions (open)

Komiti Māori

Date	21 July 2022
Time	9:02 am
Location	Online Teams
Member attendees	Teorongonui Josie Keelan (Council representative/Co-Chair), Bentham Ohia (Co-Chair), Te Pūoho Kātene, Jasmine Te Hira, Ramari Raureti, Dahrian Watene
Te Pūkenga attendees	Kieran Hewitson – Kaikōkiri Tiriti Practice Simon Karipa – Kaikōkiri Governance Ebony Duff – Komiti Māori Secretariat
Other attendees	Hana Tapiata – Mātauranga Iwi Leaders' Group
Apologies	Glenda Taituha

Agenda item - Kōrero Summary / Key decisions	Actions	By
The hui was opened with karakia by Te Pūoho Kātene, and attendees welcomed by Bentham Ohia.		
1. Apologies		
Apologies from G Taituha. Moved: B Ohia Seconded: Teorongonui J Keelan CARRIED		
2. Register of Interests		
<ul style="list-style-type: none"> ▪ Te Pūoho Kātene – Chair, Ngāti Toa Leadership Hub ▪ Jasmine Te Hira – Teaching Assistant, Unitec; Technician, MILG (both effective 11 July 2022) <p>No conflicts with matters on the agenda were declared.</p>	Secretariat to update Rol	Immediately
3. Minutes of Previous hui		
Komiti Māori:		

Agenda item - Kōrero Summary / Key decisions	Actions	By
<p>Approved the minutes of the Komiti Māori open session meeting held on 16 June 2022 as a true and correct record.</p> <p>Moved: Teorongonui J Keelan</p> <p>Seconded: R Raureti</p> <p>CARRIED</p>		
4. Formal Motion for Moving into Committee		
<p>That the public be excluded from the remainder of the meeting, in reliance of s48(1) LGOIMA 1987 and the particular interests protected by s9 OIA 1982 which would be prejudiced by the holding of the relevant and remaining parts of the proceedings of the meeting in public.</p> <p>Moved: B Ohia</p> <p>Seconded: J Te Hira</p> <p>CARRIED</p> <p>The open session meeting closed at 9.11am.</p>		

Dated:

Signed as a correct record

Teorongonui Josie Keelan
Co-Chair

Bentham A Ohia
Co-Chair

6. Correspondence

Hon Chris Hipkins

MP for Remutaka

Minister of Education

Minister of Police

Minister for the Public Service

Leader of the House



Murray Strong
Chair
Te Pūkenga
By email: Murray.Strong@tepukenza.ac.nz

CH15119

Dear Murray

Funding agreement between the Crown and Te Pūkenga

As part of Budget 2022, the Government agreed to provide up to \$40 million in Crown capital funding to Te Pūkenga to allow it to address high priority building issues across its network of Institute of Technology and Polytechnic subsidiaries. Given this funding is to be provided outside of the normal funding arrangements for tertiary education institutions, a funding agreement needs to be established for the \$40 million investment. This is important to ensure there is accountability for the funding being provided.

The attached funding agreement sets out the terms and conditions under which the Crown will make its investment. I understand that Te Pūkenga has engaged with the Tertiary Education Commission (TEC) on the drafting of the funding agreement and that Te Pūkenga is comfortable with the agreement.

The Minister of Finance and I have now considered and approved the funding agreement. Please find attached to this letter a signed copy of the funding agreement. I request that you please sign the funding agreement on behalf of Te Pūkenga and return it to my office as soon as possible.

Once the funding agreement is in place, Te Pūkenga is required to submit a high priority capital plan to the TEC for approval before the first payment of \$25 million is made. I encourage Te Pūkenga to prioritise the development of this plan. I look forward to being kept up to date with how this work progresses.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'CH', written over a light blue horizontal line.

Chris Hipkins
Minister of Education

cc. Tim Fowler, Chief Executive, Tertiary Education Commission
Peter Winder, Acting Chief Executive, Te Pūkenga

DATED

22 August 2022

**FUNDING AGREEMENT FOR TE
PŪKENGA – NEW ZEALAND
INSTITUTE OF SKILLS AND
TECHNOLOGY**

BETWEEN

**Her Majesty the Queen in right of New Zealand,
acting by and through the Minister of Finance
and the Minister of Education
(the Crown)**

AND

**Te Pūkenga–New Zealand Institute of Skills and
Technology
(Te Pūkenga)**

FUNDING AGREEMENT

TE PŪKENGA–NEW ZEALAND INSTITUTE OF SKILLS AND TECHNOLOGY

DATED

22 August 2022

BETWEEN

- (1) **HER MAJESTY THE QUEEN IN RIGHT OF NEW ZEALAND**, acting by and through the Minister of Finance and the Minister of Education (**the Crown**)
- (2) **TE PŪKENGA–NEW ZEALAND INSTITUTE OF SKILLS AND TECHNOLOGY**, continued under section 314 of the Education and Training Act 2020 (**Te Pūkenga**)

BACKGROUND

- A. The Education (Vocational Education and Training Reform) Amendment Act 2020 (**Amendment Act**) amended what is now the Education and Training Act 2020 (**Act**) to establish a new tertiary education institution on 1 April 2020, now known as Te Pūkenga–New Zealand Institute of Skills and Technology. Te Pūkenga has a critical role in implementing the wider reforms of the vocational education sector in the Amendment Act and realising the benefits of the reforms.
- B. On 31 August 2020, the parties entered into an agreement under which the Crown agreed to provide Te Pūkenga with funding for its transformation and work programme, including up to \$121 million for projects and activities specified in that agreement, and a \$50 million Contingency Fund (as defined in that agreement), which has not been used and was returned to the Crown at the end of June 2022. This agreement does not affect either party's obligations under that agreement.
- C. On 14 December 2021, Te Pūkenga submitted a Single-Stage Business Case for funding to assist it with high-priority building issues across its network of subsidiaries (**Single-Stage Business Case**). The Crown has agreed to provide Te Pūkenga with up to \$40 million in funding for that purpose, subject to the terms and conditions set out in this agreement (**Agreement**).

TERMS OF THIS FUNDING AGREEMENT

1. TERM

- 1.1 This Agreement commences on the date that both parties have signed the agreement (**Start Date**) and ends once both parties have completed their obligations under this Agreement, including that Te Pūkenga has provided all reports reasonably required to be provided to the Tertiary Education Commission (**TEC**).

2. RESPONSIBILITIES

- 2.1 **Te Pūkenga:** Te Pūkenga must comply with the conditions attached to the Funding, as specified in this Agreement.

2.2 **The Crown:** The Crown will provide Funding to Te Pūkenga in accordance with this Agreement.

2.3 **The TEC:** The TEC will be the administrator of this Agreement on behalf of the Crown. The responsibilities of the TEC under this Agreement include that the TEC will:

- (a) approve the High Priority Capital Plan (see clause 4.1);
- (b) monitor the progress of Te Pūkenga against its High Priority Capital Plan, and its other obligations under this Agreement;
- (c) receive and consider reports and information from Te Pūkenga relating to its High Priority Capital Plan, and other obligations under this Agreement.

3. TOTAL FUNDING TO BE PAID AND MADE AVAILABLE BY THE CROWN

3.1 The parties agree that the Crown will pay Te Pūkenga funding of up to \$40 million (GST not applicable) (**Funding**) during the Term of this Agreement, comprising:

- (a) \$25 million for the period from the Start Date to 30 June 2023 (**Tranche 1**); and
- (b) \$15 million for the period from 1 July 2023 to 30 June 2024 (**Tranche 2**).

4. TRANCHE 1 FUNDING

4.1 For the purpose of this Agreement, **High Priority Capital Plan** means the plan submitted by Te Pūkenga pursuant to clause 4.2 of this Agreement, it being recognised that the priorities in the Plan may be altered (with approval by the TEC) over the Term as Te Pūkenga completes its investigation on capital assets and re-prioritises capital works as necessary.

4.2 Te Pūkenga must submit the High Priority Capital Plan as soon as practicable after the date of this Agreement.

4.3 The TEC will consider and approve the High Priority Capital Plan as soon as practicable after receiving the High Priority Plan. Where further information is requested by TEC, the timeframe for approval will be paused while information is outstanding.

4.4 The Crown will pay the Tranche 1 Funding no later than five business days following the TEC's approval of Te Pūkenga High Priority Capital Plan.

4.5 The High Priority Capital Plan must include:

- (a) a list of projects that will be funded (in full or part) by the Funding;
- (b) confirmation that Te Pūkenga Capital Asset Management and Infrastructure Committee has approved each project in the High Priority Capital Plan, and the High Priority Capital Plan as a whole;
- (c) confirmation that each project will be carried out under a standard form NZS3910 construction contract, and provide reasonable protection to Te Pūkenga against cost and construction risk;
- (d) the estimated cost of each project (including how that cost estimate was arrived at, as well as any contingency allowed, and how cost is or will be managed under the construction contract);

- (e) an explanation of how each project will be financed where the project is not to be funded in full by the Funding;
- (f) a forecast start date and end date, including a detailed programme for completion of each project within a reasonable time;
- (g) who is responsible for managing each project;
- (h) the head contractors engaged for each project (if known);
- (i) the proposed benefits of each project;
- (j) an explanation of why each project has been prioritised over other projects set out in the Single-Stage Business Case (and where the High Priority Plan priorities are amended over the Term and before Tranche 2, an explanation will be provided as to why a change in prioritisation is required);
- (k) an outline of the programme management and governance structures established to oversee Te Pūkenga high priority capital programme and how the individual projects will be managed as part of this programme; and
- (l) a summary of any risks to delivery on the High Priority Capital Plan, and how those risks are or will be managed.

5. TRANCHE 2 FUNDING

5.1 Subject to clause 5.2, the Crown will pay the Tranche 2 Funding no earlier than 1 July 2023, and no later than five business days after all of the following have occurred:

- (a) the Tranche 1 Funding has been committed to the projects in the High Priority Capital Plan approved in accordance with clause 4.2 (and as may be amended with TEC approval); and
- (b) the TEC has approved any update to the High Priority Capital Plan, which must include:
 - (i) an updated version encapsulating any or all changes to the High Priority Capital Plan since it was originally approved together with the reasons for those changes;
 - (ii) an overview of how Te Pūkenga is performing against the high priority capital programme more generally; and
 - (iii) a summary of any risks to delivery on the High Priority Capital Plan (as amended), and how those risks are or will be managed.

5.2 If Te Pūkenga has not used or committed the Tranche 1 Funding as set out in this Agreement by 1 July 2023, this will be treated as an Issue and clause 8 will apply. The Crown may at its discretion withhold payment of the Tranche 2 Funding until the plan approved in accordance with clause 8 has been implemented (or the Crown is confident that it will be implemented).

6. GENERAL REQUIREMENTS FOR USE OF THE FUNDING

6.1 Te Pūkenga must:

- (a) only use the Funding for the projects approved in the High Priority Capital Plan;

- (b) establish a steering or oversight group to oversee its high priority work programme; and
 - (c) ensure that its Capital Asset Management and Infrastructure Committee has approved all projects to be undertaken using the Funding.
- 6.2 If Te Pūkenga uses the Funding for any purpose other than for the projects approved in the High Priority Capital Plan, as determined by the TEC and the Crown (acting reasonably), the Crown may, at its discretion:
- (a) treat this an Issue in accordance with clause 8;
 - (b) if it has not been paid already, withhold payment of the Tranche 2 Funding until the plan approved in accordance with clause 8 has been implemented (or the Crown is confident that it will be implemented); or
 - (c) seek repayment of any Funding that has been used for any purpose other than for projects approved in the High Priority Capital Plan, as a debt due to the Crown.
- 6.3 Te Pūkenga must commit all Funding to the projects approved in the High Priority Capital Plan by 30 June 2024. If any Funding has not been used or contractually committed by that date Te Pūkenga must treat the unexpended or uncommitted portion of the funding as a debt due to the Crown that is:
- (a) repayable on demand by the TEC; and
 - (b) may be set-off against all or any funding, or any sum payable by the Crown to Te Pūkenga.
- 6.4 Te Pūkenga agrees that the Crown will not provide further funding other than the Funding set out in clause 3.1 under this Agreement for projects approved in the High Priority Capital Plan as a result of cost increases.

7. TARGETS, REPORTING, AND MONITORING

Quarterly reports

- 7.1 In addition to any other reporting or accountability obligations it has to the TEC or the Crown, Te Pūkenga must, in relation to the Funding provided under this Agreement, provide:
- (a) quarterly reports to the TEC, in a format agreed with the TEC (acting reasonably), that:
 - (i) outlines Te Pūkenga progress against the High Priority Capital Plan;
 - (ii) includes an assessment about how each project in the High Priority Capital Plan is progressing against relevant milestones (both programme and cost);
 - (iii) identifies material risks in any project (including, but not limited to, time delays and cost increases) and how Te Pūkenga is managing or will manage those risks, and any other matters that could result in the project not being completed as set out in the High Priority Capital Plan;
 - (iv) includes a breakdown of the Funding allocated and used for each project, including estimated costs to completion; and
 - (v) includes any other information requested by the TEC (acting reasonably);

- (b) any other information relating to the expenditure of the Funding requested by Ministers or the TEC, or as set out in this Agreement.

7.2 Each quarterly report is due on the last day of the month after the quarter to which the report relates.

7.3 Te Pūkenga must continue to provide quarterly reports until the TEC has notified Te Pūkenga that:

- (a) all projects in the High Priority Capital Plan have been completed to the TEC's satisfaction; or
- (b) it considers the High Priority Capital Plan is substantially complete.

Final report

7.4 Following the notification from the TEC pursuant to clause 7.3, Te Pūkenga must, in relation to the Funding provided under this Agreement, provide a final report, in a format agreed with the TEC (acting reasonably), that outlines:

- (a) the Funding spent, by project;
- (b) the total cost of each project;
- (c) whether the project was completed consistent with the High Priority Capital Plan, including whether the project was completed in accordance with the timing set out in the Plan; and
- (d) whether the benefits of the project, as set out in the High Priority Capital Plan, are or will be realised, and any further steps Te Pūkenga needs to take to ensure those benefits will be realised; and
- (e) any other information relating to the expenditure of the Funding requested by Ministers or the TEC.

7.5 The final report is due on the last day of the second month after Te Pūkenga receives a notification in accordance with clause 7.3.

8. NOTIFICATION OF ISSUES

8.1 Te Pūkenga must notify the TEC promptly in writing as soon as possible if it becomes aware of any problem, significant risk, or significant issue relating to the High Priority Capital Plan or the expenditure of Funding provided under this Agreement (**Issue**).

8.2 Having given a notification to the TEC, Te Pūkenga must, working with the TEC:

- (a) develop a plan for addressing the Issue and mitigating any risks as much as possible;
- (b) engage any external advisors necessary;
- (c) seek to agree the plan with the TEC; and
- (d) implement the plan.

9. NO IMPACT ON OTHER AGREEMENT

9.1 This Agreement does not affect either party's obligations under any other arrangements, including under the funding agreement entered into on 31 August 2020 or under the Education and Training Act 2020.

SIGNED by
THE MINISTER OF EDUCATION

Chris Hipkins

Name



Signature

Date 13 August 2022

In the presence of:

David Choat

Name of witness

Ministerial Advisor

Occupation of witness



Signature

SIGNED by
THE MINISTER OF FINANCE

Grant Robertson

Name



Signature

Date

21 August 2022

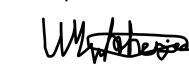
In the presence of:

Udayan Mukherjee

Name of witness

Economic Advisor

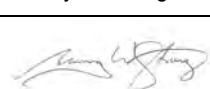
Occupation of witness



Signature

SIGNED for and on behalf of
TE PŪKENGĀ-NEW ZEALAND INSTITUTE OF
SKILLS AND TECHNOLOGY by

Murray W Strong



Signature

Date 25 August 2022

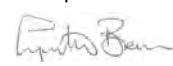
In the presence of:

Lynette Brown

Name of witness

Council Secretary

Occupation of witness



Signature



Te Pūkenga

Te Pūkenga Council 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
8.	Administration		
8.1.	Minutes from public excluded meeting held 19 July 2022 and 8 August 2022	<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).
8.1.1.	Matters Arising	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(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.	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).

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
9.	Acting CE Report (Verbal 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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.	Partnering and Engagement TEU / TIASA	<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.	Strategy		
11.1.	Te Pūkenga Initial Sustainability Programme	<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).
12.	Financial Reports		
12.1.	Te Pūkenga Financial July Report and Forecast 2022	<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</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		prejudice or disadvantage, commercial activities	
12.2.	Banking Arrangements	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
12.3.	Crown Financial Information Systems	<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
13.	Risk and Compliance		
13.1.	Report on National Policy Development	<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.	Subsidiaries		
14.1.	WBL Director Appointments	<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).

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)(a) To protect the privacy of natural persons, including that of deceased natural persons	
14.2.	Dissolution of Residual ITP Subsidiaries	<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>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</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).
14.3.	OPAIC	<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).
15.	Reports from Committees		
15.1.	Te Poari Akoranga – Minutes from closed Te Poari Akoranga meeting held 10 August 2022 and 29 June 2022	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(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).
15.2.	Report (Q2) from Interim Learner Committee and Minutes of meeting held 2 June 2022 and 5 July 2022	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).

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		Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	
15.3.	Report from Komiti Māori and Minutes of meeting held 16 June and 21 July 2022	<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)(a) To protect the privacy of natural persons, including that of deceased natural persons Section 9(2)(a)</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.4.	<p>Transformation Committee Minutes:</p> <ul style="list-style-type: none"> •2 August 2022 •14 July 2022 	<p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</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>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.5.	<p>Appointment and Remuneration Committee</p> <ul style="list-style-type: none"> •Draft minutes 1 August 2022 •Resolution Wintec Trust 	<p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.	Any Other Business	<p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

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	

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.