

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

**Held on Wednesday 7 June, 2023 at 11:00am at  
Competenz Offices, Newmarket, Auckland**

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

**In Attendance:** Peter Winder (Chief Executive), Rebecca Donne (Council Secretary), Ziena Jalil (Chief of Staff), Paora Ammunson (Deputy Chief Executive Tiriti Outcomes items 1-6 and 13.6), Megan Gibbons (Deputy Chief Executive Academic Centre and Learning Systems, items 4.1 and 13.5) Keri-Anne Tane (Chief People Officer, item 9.2), Garth Gulley (Wellbeing and Safety Director, item 9.2), Phil O’Callaghan (Financial and Commercial Advisor, item 10.), Andrew McSweeney (DCE Learner and Employer Engagement and Experience, item 12.1), and Diana Law (Pastoral Care Code Project Lead, item 12.1)

**Apologies:** John Brockies, Teorongonui Josie Keelan

### **Open minutes**

#### **1. Welcome/Apologies/Notices**

The Chair welcomed everyone to the meeting and noted apologies from John Brockies and Teorongonui Josie Keelan.

#### **2. Administration**

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

Noted.

##### **2.2. Register of Interests**

The register of interests was noted. The Chair noted a potential conflict of interest with the company involved in the workplace accident that occurred at Christchurch Botanic Gardens.

##### **2.3. Minutes of previous meeting held 3 May 2023**

**RESOLVED** (M. Strong/B. Moran)

That the Council approve the minutes of Te Pūkenga Council open meeting held on 3 May 2023 as a true and correct record.

**CARRIED**

There were no matters arising from the minutes.

##### **2.4. Action List – Open**

- There was no update to provide regarding the whakataukī.

### 3. Chief Executive's Report

**RESOLVED** (M. Strong/J. Gush)

That Te Pūkenga Council (the Council) note the update on current issues, key achievements and highlights arising during the reporting period.

**CARRIED**

### 4. Reports from Committees

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

The Council received the draft minutes of the open meeting of Te Poari Akoranga held 10 May 2023.

### 5. Correspondence

#### 5.1. *Letter of Expectations for Te Pūkenga from The Minister of Education, received 16 May 2023*

The Council received the correspondence and sought reassurance that Te Pūkenga is aligned to the updated letter. The Chair and Chief Executive are preparing a response to be sent later this month.

#### 5.2. *Concerns on representation model for Learner Advisory Committee from the Interim Learner Advisory Committee (ILAC), received 1 June 2023*

The Council received the correspondence. The Co-Chair of the Interim Learner Advisory Committee (ILAC) highlighted that ILAC would like specific groups to have representation on the permanent committee as it is currently difficult for learners to navigate the regional system and there is a concern about a of lack of learner leadership for workplace learners. The Council noted that the role of ILAC and the permanent committee will continue to be a funnel for all learner voices and feedback. The Chair thanked ILAC members for their continued work.

### 7. Formal Motion for Moving into Committee

**RESOLVED** (M. Strong/T.P. Fairbairn-Dunlop)

That the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as follows:

Item	General subject of each matter to be considered	Section(s)
<b>8.</b>	<b>Administration</b>	
8.1.	Minutes from public excluded meeting held 3 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
8.2.	Confidential action list	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
<b>9.</b>	<b>Monthly Reports</b>	
9.1.	Chief Executive's Report	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
9.2.	Wellbeing and Safety monthly report	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
9.3.	Operational risk	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
<b>10.</b>	<b>Financial Reports</b>	
10.1.	Te Pūkenga Financial Report – April 2023	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.2	2023 Financial Forecast	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.3	Financial Strategy	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.4	10 Udy Street, Petone – Sale and Purchase Agreement	Section 9(2)(i) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
<b>11.</b>	<b>Strategy</b>	
11.1	Investment plan update	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
11.2	Response to updated letter of expectations	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
11.3	Transformation update	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
<b>12.</b>	<b>Risk and Compliance</b>	
12.1.	Pastoral Code Self Report	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
<b>13.</b>	<b>Reports from Committees</b>	
13.1	Reappointment of Cecily Zhou to Interim Learner Advisory Committee	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.2	Changes to Advisory Committee members	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.3	Report from Appointment and Remuneration Committee held 4 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA

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

### Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(g)(i) OIA	To maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable the organisation to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

And that certain employees from Te Pūkenga be permitted to remain at the meeting, namely Ziena Jalil, Keri-Anne Tane, Garth Gulley, Phil O’Callaghan, Megan Gibbons, Andrew McSweeney, and Diana Law after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

### CARRIED

The open session meeting closed at 11.20am and moved into closed session at 11.27 am.

The closed session meeting closed at 4.00pm and moved back into open session.

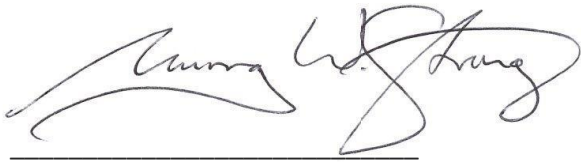
### 6. Any other business (open)

The Council acknowledged that Toa Faneva (Te Pūkenga Regional Co-Lead Rohe 1) has been made a Member of the New Zealand Order of Merit for services to Māori in the King’s Birthday honours.

The meeting closed at 4.02pm.

**Dated:** 5 July 2023

Signed as a correct record

A handwritten signature in black ink, appearing to read 'Murray W. Strong', written over a horizontal line.

Murray W. Strong

Chair