

Te Pūkenga Council 10 April 2025 ordinary meeting



Location Microsoft Teams

10 April 2025 09:00 AM - 02:00 PM

Agenda Topic	Presenter	Time	Page
Karakia timatanga			4
Open agenda			
1. Welcome/apologies/notices	Sue McCormack		
2. Administration (open)	Sue McCormack	09:00 AM-09:05 AM	5
2.1 Council membership and 2025 schedule of committees and workplan			5
2.2 Register of interests			13
2.3 Minutes (draft) of the meeting held 13 February 2025 (ordinary meeting)			15
3. Chief Executive's open report	Gus Gilmore	09:05 AM-09:10 AM	21
4. Reports from Committees			24
4.1 Report from open portion of Finance, Risk and Audit Committee meeting held 28 February 2025	Jeremy Morley	09:10 AM-09:15 AM	24
4.2 Report from open portion of Te Poari Akoranga held 13 March 2025	Kieran Hewitson	09:15 AM-09:20 AM	26
5. Correspondence			
There is no correspondence to report on the open portion of the agenda			
6. He take atu anō Any other business (open)		09:20 AM-09:25 AM	
7. Resolution to exclude the public			29
Closed agenda			
8. Administration (closed)	Sue McCormack	09:25 AM-09:30 AM	33

8.1	Minutes of the closed portion of the meeting held 13 February 2025			33
8.2	Minutes of the extraordinary e-meeting 31 March 2025			41
8.3	Ngā mahi hei Actions			43
9.	Regular reporting			44
9.1	Chief Executive's report	Gus Gilmore	09:30 AM-10:30 AM	44
9.2	Wellbeing and safety report	Garth Gulley	10:30 AM-10:50 AM	51
10.	Risk and compliance			61
10.1	Update to Te Tiriti o Waitangi 2024 risk deep dive	Ziena Jalil	10:50 AM-11:05 AM	61
10.2	Draft Annual Report 2024	Ziena Jalil and Clarke Raymond	11:05 AM-11:15 AM	66
Break			11:15 AM-11:35 AM	
11.	Reports from and relating to Committees			69
11.1	Report from closed portion of Finance, Risk and Audit Committee meeting held 28 February 2025	Jeremy Morley	11:35 AM-11:50 AM	69
11.2	Report from Finance, Risk and Audit Committee meeting held 28 March 2025	Jeremy Morley	11:50 AM-12:05 PM	74
11.3	Report from Interim Kaimahi Advisory Committee meeting held 7 March 2025	Heath Sawyer	12:05 PM-12:10 PM	77
11.4	Report from Interim Learner Advisory Committee meeting held 10 March 2025	Jordan Gush	12:10 PM-12:15 PM	79
11.5	Report from closed portion of Te Poari Akoranga held 13 March 2025	Kieran Hewitson	12:15 PM-12:20 PM	80
11.6	Report from Wellbeing and Safety Committee meeting held 27 March 2025	Sam Huggard	12:20 PM-12:25 PM	82
11.7	Report from Appointment and Remuneration Committee meeting held 31 March 2025	Bill Moran	12:25 PM-12:30 PM	85

11.8	Report from Interim Maori Advisory Committee meeting held 4 April 2025	Teorongonui Keelan	12:30 PM-12:35 PM	87
12.	Inwards correspondence (confidential)		12:35 PM-12:40 PM	92
12.1	Letter from the Public Services Commissioner re Crown Entity Chairs Reference Group 27 February 2025			92
12.2	Letter from TEC Chief Executive 28 February 2025			96
13.	Outwards correspondence (confidential)		12:40 PM-12:45 PM	100
13.1	Letter to Public Service Commissioner 12 March 2025			100
13.2	Letter to Tertiary Education Commission 3 April 2025			101
13.3	Letter to Tertiary Education Commission 4 April 2025			104
14.	He take atu anō Any other business (confidential)			
15.	Confirmation of actions from this meeting	Sue McCormack and Rebecca Donne	12:45 PM-12:50 PM	
16.	Board time		12:50 PM-01:05 PM	
	Karakia whakakapi			107
	Next meeting date: 12 June 2025 (Auckland)			

Karakia timatanga

Tēnā tātou here are some useful phrases you can use to introduce opening karakia next time you are asked to lead it.

Māku e huaki te wānanga nei.

I'll open our shared space.

Kia huakina te wānanga nei ki te karakia.

May our shared space be opened with karakia.

Kāti anō kia karakia e manawa ora ai te wānanga nei.

It's only fitting that we begin with karakia so we may strengthen our shared space together.

Karakia tīmatanga Opening incantation

**Whakarongo rā e Rongo
ki Te Pūkenga
te manawa nei
ki te rongo taketake,
te whiwhia, te rawea
te whiwhi-ā-nuku
whiwhi-ā-rangi
i takea mai i te kāhui o ngā ariki.
kia tūturu ka whakamau ai kia
tina,
Tina! (everybody)
Hui e?
Tāiki e!**

Listen o Rongo
to Te Pūkenga
offering gratitude
for the peace and harmony
that allows us to enjoy
he gifts of the earth
and the heavens
bequests of a higher order.
And bind it firmly,
firmly!
Do we all concur?
We concur!

When someone has led karakia to open a hui, it is seen as respectful for someone else to then thank them for carrying out that duty. Here are some mihi to the kaikarakia you can try next time.

Tēnā koe i tō karakia mai.

Thank you for delivering karakia.

Ka nui te mihi o te manawa ki a koe, i tō karakia mai.

With heartfelt gratitude, thank you for delivering karakia.

Kia waiho mā ēnei kupu e kawē atu te whakamiha ki a koe, i tō karakia mai. Nāu oti, e manawa ora nei te wānanga.

May these words convey my sincerest appreciation to you for delivering karakia. Because of you, our shared space is now strengthened.



Te Pūkenga Council member terms

Member	Start date	Current term ends	Appointed by
Sue McCormack (Acting Chair)	1 April 2023	31 March 2027	Minister of Education
Jeremy Morley	1 September 2022	31 August 2025	Minister of Education
Jordan Gush	4 October 2021	31 December 2025	Interim Learner Advisory Committee nomination
Heath Sawyer	4 October 2021	31 December 2025	Interim Staff Advisory Committee nomination
Dr Teorongonui Josie Keelan	2 November 2021	31 December 2025	Interim Māori Advisory Committee nomination
Sam Huggard	1 April 2020	31 March 2026	Minister of Education
Bill Moran	1 April 2023	31 March 2027	Minister of Education



2025 Schedule of Te Pūkenga Council and Committee meetings

As at 1 April 2025

Council

Month	Date	Day	Meeting	Activity	Venue
February	13	Thurs	Council	Ordinary meeting	MITO, Wellington
April	10	Thurs	Council	Ordinary meeting	Online
June	12	Thurs	Council	Ordinary meeting	Auckland (venue TBC)
August	7	Thurs	Council	Ordinary meeting	Online
October	9	Thurs	Council	Ordinary meeting	Hamilton (venue TBC)
December	11	Thurs	Council	Ordinary meeting	Online



Committees

Finance, Risk and Audit Committee

Name	Role	Meeting dates	Venue
1. Jeremy Morley	Chair	Friday 28 February	Online
2. Bill Moran	Member	Friday 28 March	Online
3. Josie Keelan	Member	Wednesday 30 April	Online
4. Sam Huggard	Member	Friday 30 May	Wellington (venue TBC)
5. Sue McCormack	Ex-officio member	Monday 30 June	Online
		Friday 25 July	Online
		Friday 29 August	Wellington (venue TBC)
		Friday 26 September	Online
		Friday 24 October	Online
		Friday 28 November	Auckland (venue TBC)

Appointment and Remuneration Committee

Name	Role	Meeting dates	Venue
1. Bill Moran	Chair	Monday 31 March	Online
2. Sam Huggard	Member	Thursday 26 June	Wellington (venue TBC)
3. Sue McCormack	Member	Friday 28 November	Online

Wellbeing and Safety Committee

Name	Role	Meeting dates	Venue
1. Sam Huggard	Chair	Thursday 27 March	Online
2. Josie Keelan	Member	Wednesday 25 June	Online
3. Heath Sawyer	Member	Friday 5 September	Online
4. Jordan Gush	Member	Wednesday 19 November	Online
5. Sue McCormack	Ex-officio member		



Advisory Committees

Advisory Committee Co-Chairs hui

Name	Role	Meeting dates	Venue
1. Sue McCormack	Council Acting Chair	Wednesday 5 March	Online
2. Gus Gilmore	Chief Executive	May (date TBC)	Online
3. Jordan Gush	ILAC Co-Chair	October (date TBC)	Online
4. Dahrian Watene	ILAC Co-Chair		
5. Heath Sawyer	IKAC Co-Chair		
6. Warwick Shillito	IKAC Co-Chair		
7. Josie Keelan	Komiti Māori Co-Chair		
8. Bentham Ohia	Komiti Māori Co-Chair		

Interim Learner Advisory Committee (ILAC)

Name	Role	Meeting dates	Venue
1. Jordan Gush	Co-Chair	Monday 10 March	Online
2. Dahrian Watene	Co-Chair	May (date TBC)	Online
3. Henry Geary	Member	October (date TBC)	Online
4. Nina Lee Griffith	Member		
5. Ihongaro	Member		



Interim Kaimahi Advisory Committee (IKAC)

Name	Role	Meeting dates	Venue
1. Heath Sawyer	Co-Chair	Friday 7 March	Online
2. Warwick Shillito	Co-Chair	May (date TBC)	Online
3. Ali Bahmad	Member	October (date TBC)	Online
4. Andrea Armstrong	Member		
5. Ang Cooper	Member		
6. Barry Paterson	Member		
7. Craig Ludlow	Member		
8. Henry Ma'alo	Member		
9. Jessica Costall	Member		
10. Jody Takimoana	Member		
11. Keri Youngman	Member		
12. Linda Aumua	Member		
13. Mary-Liz Broadley	Member		
14. Ramari Raureti	Member		
15. Scott Casley	Member		

Interim Māori Advisory Committee

Name	Role	Meeting dates	Venue
1. Teorongonui Josie Keelan	Co-Chair	Friday 4 April	Online
2. Bentham Ohia	Co-Chair	May (date TBC)	Online
3. Dahrian Watene	ILAC representative	October (date TBC)	Online
4. Glenda Taituha-Toka	Member		



Te Poari Akoranga

Name	Role	Meeting date	Venue
1. Kieran Hewitson	Co-Chair (Delegate for Chief Executive)	Tuesday 28 January	Online
2. Deborah Young	Co-Chair (Ako Excellence Director)	Thursday 13 March	Online
3. Antoinette Wood	Member of Transition Leadership Team	Thursday 15 May	Online
4. Fiona Moyer	Member (Co-Chair Te Ohu Whakahaere Academic Quality)	Thursday 26 June	Online
		Thursday 11 September	Online
5. Vacant	Member (Co-Chair Te Ohu Whakahaere Approvals)	Thursday 6 November	Online
6. Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau, Research and Postgraduate)		
7. Henry Geary	Member (Learner nominated by Interim Learner Advisory Committee)		
8. Martin Carroll	Member (Rohe 1 business division Academic Committee Chair)		
9. Te Urikore Biddle	Member (Rohe 2 business division Academic Committee Chair)		
10. Nita Hutchinson	Member (Rohe 3 business division Academic Committee Chair)		
11. Scott Klenner	Member (Rohe 4 business division Academic Committee Chair)		
12. Linda Aumua	Member (Co-opted)		

APPROVED 10 October 2024
Updated 24 March 2025

Te Pūkenga
Annual Governance Work Plan 2025

		Financial Year 2025											
Frequency	January	February	March	April	May	June	July	August	September	October	November	December	
	Thursday 13 February	Thursday 10 April	Thursday 12 June	Thursday 7 August	Thursday 9 October	Thursday 11 December							
Council	Bi-monthly												
Chief Executive's report	Bi-monthly	x		x		x		x		x		x	
Wellbeing and Safety report	Bi-monthly	x		x		x		x		x		x	
Te Tiriti monitoring	Quarterly			x									
Risk deep dives	4-monthly		Academic portfolio & quality		Te Tiriti risks		People risks			TBC			
Annual report	Annually			x									
Briefing to Incoming Minister	Triennially			Information									
Pastoral code self-report	Annually					x							
Investment plan	Annually					x							
EPI report	Annually							x					
Statement of performance expectations	Annually									Draft		Final	
Any essential policies required in next 6-12 months	As required												
Workshop	As required												
Finance Risk and Audit	Monthly	Friday 28 February	Friday 28 March	Wednesday 30 April	Friday 30 May	Monday 30 June	Friday 25 July	Friday 29 August	Friday 26 September	Friday 24 October	Friday 28 November		
Monthly financial report	Monthly	x	x	x	x	x	x	x	x	x	x	x	
VET Future State update	Monthly	x	x	x	x	x	x	x	x	x	x	x	
EFTS report	Monthly	x	x	x	x	x	x	x	x	x	x	x	
Programme governance: Finance systems and DSR	Quarterly	x			x			x			x		
Risk report	Quarterly	x			x			x			x		
Major property projects report	Quarterly	x			x			x			x		
High priority building programme update	Quarterly	x			x			x			x		
Property divestment	Quarterly	x			x			x			x		
Treasury report	Quarterly	x			x			x			x		
Contentious legal matters	Quarterly	x			x			x			x		
Internal audit and assurance report	Quarterly	x			x			x			x		
Annual report incl. financial statements, letter of representation, & going concern assessment	Annually	2025 update		Approval									
Legislative compliance	Annually	x											
Crown financial statements	Annually			Audit letter				Fraud questionnaire & LOR					
Status of external audit recommendations	Quarterly				x			x			x		
Financial approvals	As required				International fees	Domestic fees	5-year capital plans			Insurance			
Pre-year-end review of issues and assumptions	Annually							TBC					
Risk deep dives	As required												
Risk management framework	As required												
Delegations policy and register	As required												
Other policy approvals	As required												
Appointment and Remuneration	Six-monthly		Monday 31 March			Thursday 26 June					Thursday 27 November		
Subsidiary AGMs	Annually		x										
Appointments to Committees	As required		x										
Chief Executive KPIs	Annually					x							
Chief Executive performance review	Six-monthly										x		
Subsidiary and trust appointments	As required												
Wellbeing and Safety	Quarterly		Thursday 27 March			Wednesday 25 June		Friday 5 September		Wed 26 November			
Deep dives and continuous education	Quarterly		x			x		x		x			
Statements of commitment to wellbeing and safety	Annually		x										
2025 officer engagement plan	Annually		x										
Pastoral code self report	Annually					x							
Pastoral care policy (TBC)	Biennially					x							
Wellbeing and safety policy	Annually							x					
Ākonga pastoral code framework (TBC)	Biennially							x					
Officer self-review of duty to exercise due diligence	Annually										x		

APPROVED 10 October 2024
Updated 24 March 2025

Te Pūkenga
Annual Governance Work Plan 2025

		Financial Year 2025											
	Frequency	January	February	March	April	May	June	July	August	September	October	November	December
Te Poari Akoranga	Bi-monthly	Tue 28 Jan		Thursday 13 March		Thursday 15 May	Thursday 26 June			Thursday 11 September		Thursday 6 November	
Reports from local academic committees	Bi-monthly	x		x		x	x			x		x	
Reports from ngā ohu whakahaere	Bi-monthly	x		x		x	x			x		x	
2025 workplan for Te Poari Akoranga and ngā ohu whakahaere	Annually	x											
Academic risk monitoring	Bi-monthly			x		x	x			x		x	
Pastoral code self-report	Annually					x							
Investment plan	Annually						x						
Unified/Level 7+ programme final approvals	Annually						x						
Te Poari Akoranga self-assessment for 2025	Annually											x	
2026 meeting dates and workplan (if required)	Annually											x	
Advisory Committees	Six-monthly			7-10 March	4 April	May dates TBC					October dates		
Disestablishment update	As required			IKAC/ILAC	IMAC	All					TBC		
2025 workplan	Annually			IKAC/ILAC	IMAC						All		
Work-based learning options	One-off			IKAC/ILAC	IMAC								
Research function	One-off			IKAC									
Supporting kaimahi through change	As required			IKAC									
Input to legislative change	One-off			IKAC/ILAC	IMAC								
Investment plan	Annually					All							
Fee setting (including student levy)	Annually					ILAC							
Pastoral code self report	Annually					ILAC							
Seismic assessments for Te Pūkenga marae and Māori hubs	Annually					IMAC							
Statement of performance expectations	Annually										All		



Te Pūkenga Council Register of Interests

1 April 2025

Name	Interest	Nature of Interest
Sue McCormack Acting Chair	Kiwirail	Deputy Chair
	Canterbury Earthquakes Insurance Tribunal	Judicial Officer
	University of Canterbury	Past Chancellor
	Dress for Success	Honorary solicitor
Heath Sawyer Member	Te Pūkenga staff member	Employee
Jordan Gush Member	Peseta Sam Lotu-liga, Executive Director Rohe 1 Te Pūkenga	Uncle
	Plumbers and Gasfitters Board	Mother is a member
Teorongonui Josie Keelan Member	University of Auckland	Journal administrator and reviewer
Jeremy Morley Member	Wellington Free Ambulance	Contractor
	Racing New Zealand	Chair and Director
	Warwick Trust	Settlor, Trustee, and Beneficiary
	Wellington Over 60s Cricket	Treasurer and Member
	Wellington Bridge Club Inc	Honorary Auditor
Sam Huggard Member	New Zealand Educational Institute Te Riu Roa	Employee
Bill Moran Member	WorkSafe NZ	Deputy Chair
	Chamber Music at the World's Edge Foundation USA	Chair
	Chamber Music at the World's Edge Foundation NZ	Chair

Name	Interest	Nature of Interest
	At the World's Edge Music Foundation UK	Trustee
	Parliamentary Education Trust	Trustee
	Iti Kōpara Charitable Trust	Trustee
	Hoops and Life Awhi Trust	Trustee
	New Zealand Qualifications Authority	Deputy Chair
	Pioneer Energy	Director
	Pioneer Energy Renewables GP	Director
	Pioneer Energy Group GP	Director
	TAB New Zealand	Director
	Queenstown Lakes District Council Audit, Finance and Risk Committee	Independent Member



Minutes for Te Pūkenga Council 13 February 2025 ordinary meeting

13/02/2025 | 09:00 AM - Auckland, Wellington New Zealand Standard Time

MITO Kotahitanga Room, Wellington

Attendees (7)

Jeremy Morley; Tagaloatele Peggy Fairbairn-Dunlop; Jordan Gush; Heath Sawyer; William Moran; Sue McCormack; Sam Huggard

In attendance:

Gus Gilmore (Chief Executive), Rebecca Donne (Governance Director, minutes), Ziena Jalil (Chief of Staff), Antoinette Wood, Principal Advisor, item 4.1), Garth Gulley (Wellbeing and Safety Director, item 9.2), James Smith (Interim Chief Financial Officer, items 10. and 11.), Johnny Tramoundanas-Can (Government Relations Director, item 10.2), Deborah Young (Ako Excellence Director, item 11.1 and 12.1).

Karakia timatanga

All members delivered the opening karakia and the meeting started at 9.01am.

Open agenda

1. Welcome/apologies/notices

The Council noted that Teorongonui Josie Keelan has provided apologies for this meeting.

2. Administration (open)

2.1 Council membership and 2025 schedule of committees and workplan

Council members noted the membership terms, 2025 workplan and schedule of meetings for 2025.

2.2 Register of interests

The Acting Chair reminded members to declare any agenda items where a conflict arises between their role as a member of Te Pūkenga Council and any private or other external interest they may have, and to stand aside from decision making in respect of that item.

There were no interests declared with any agenda items.

2.3 Minutes (draft) of the meeting held 11 December 2024 (ordinary meeting)

There were no matters arising from the open minutes.

RESOLVED (B. Moran/S. Huggard)

That the Council approve the minutes of Te Pūkenga Council open meeting held on 11 December 2024 as a true and correct record.

CARRIED

3. Chief Executive's open report

The Council noted that:

- The table of enrolment data provided shows actual enrolments not applications and is for ITP business divisions only
- There will be an update on work-based learning enrolments at the end of February, but anecdotal feedback is that there is generally softness in work-based learning enrolments, especially at Careerforce which is experiencing two sets of reform.
- International enrolments are still growing but are softer than desired.
- Antoinette Wood comes from a background in tertiary across public and private entities and has good commercial experience.

RESOLVED (J. Gush/B. Moran)

That Te Pūkenga Council:

- a. Receive the report titled 'Chief Executive's Report to Council - Open Session';*
- b. Note the update on current issues, key achievements and highlights arising during the reporting period; and*
- c. Appoint Antoinette Wood, Principal Advisor to Te Poari Akoranga as Te Pūkenga Transitional Leadership Team representative.*

CARRIED

4. Reports from Committees

4.1 Report from open portion of Te Poari Akoranga held 28 January 2025

The Council noted that:

- There are challenges around transition of programmes to new entities.
- There is a risk regarding storage of assessments as part of transition. Often records are kept for a certain period before they are destroyed but there is a risk of this happening too soon with transition.
- Te Poari Akoranga will consider the academic governance risks of the work-based learning consultation options at its next meeting and noted that there is a risk due to the separation of pastoral care and delivery with one of the options.

RESOLVED (S. Huggard/T.P. Fairbairn-Dunlop)

That Te Pūkenga Council:

1. *Receives the report titled 'Open portion of January 2025 Te Poari Akoranga hui'.*
2. *Notes that Te Poari Akoranga approved the following sub-delegations from Te Poari Akoranga:*
 - *to Local Business Division Leads to:*
 - *receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); and*
 - *support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals.*
 - *To Te Ohu Whakahaere Academic Quality to make recommendations about national policies, procedures, or the provision of services in respect of appeals.*
 - *To Local Academic Committees to grant formal awards of Te Pūkenga.*
3. *Approves the revised Te Poari Akoranga Terms of Reference.*
4. *Notes that Te Poari Akoranga received reports from the following Local Academic Committees:*
 - *Otago Polytechnic*
 - *Primary ITO*
 - *NorthTec*
 - *WITT*
 - *Toi Ohomai*
 - *Wintec*
 - *ServiceIQ*
 - *Connexis and EarnLearn*
 - *Whitireia and WelTec.*

CARRIED

5. Correspondence

The Council received:

- The letter from the Minister for Tertiary Education and Skills on 20 December 2024 regarding changes to the vocational education and training system.
- The Christmas card from the Minister for Tertiary Education and Skills.

The Council noted:

- The Notice of Appointment to the Minister for Vocational Education 10 February 2025, under Section 100 of the Crown Entities Act in respect of Otautahi Education Development Trust.
- The Notice of Appointment to the Minister for Vocational Education 10 February 2025, under Section 100 of the Crown Entities Act in respect of Student Resident Trust Aotearoa.

The Council asked the Chief Executive to summarise the work-based learning consultation from the Minister's letter and noted:

- This is targeted consultation with a subset of industry between option 2B and a new collaborative model. Both options have Industry Skill Boards (ISBs), and the new option removes pastoral care from the providers and the ISBs will be responsible for this.
- Te Pūkenga isn't taking a position on this consultation as our role is to implement the Government's decision and will support a smooth transition to the new entities and options, however business divisions will provide their feedback on the options.
- Minister Simmonds is leading consultation, and the Chief Executive attended a session last week where a significant majority supported option 2B which would spin off work-based learning business divisions into private entities. This option is the most aligned to the current model apart from entity ownership.

6. He take atu anō | Any other business (open)

No other business was raised.

7. Resolution to exclude the public

RESOLVED (B. Moran/H. Sawyer)

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

Item	General subject of each matter to be considered	Section(s)
8.	Administration	
8.1	Minutes of the closed portion of the meeting held 11 December 2024	Section 9(2)(g)(ii) OIA
8.2	Minutes of the extraordinary e-meeting held 20 January 2025	Section 9(2)(g)(ii) OIA
8.3	Ngā mahi hei Actions	Section 9(2)(g)(ii) OIA
9.	Regular reporting	
9.1	Chief Executive's closed report	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
9.2	Wellbeing and safety report	Section 9(2)(g)(ii) OIA
10.	Disestablishment and transition	
10.1	Strategic priorities for 2025	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
10.2	Regional ITP viability update	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.3	Work-based learning consultation	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.	Risk and compliance	
11.1	Risk deep dive: Academic portfolio and quality	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
11.2	Divisional borrowing limits	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.3	Power of attorney	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
12.	Reports from and relating to Committees	
12.1	Report from closed portion of Te Poari Akoranga held 28 January 2024	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
12.2	Report from Appointment and Remuneration Committee extraordinary e-meeting 27 January 2025	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
14.	Outwards correspondence (confidential)	
14.1	Acceptance of Audit New Zealand 2024 Audit Fee and Audit New Zealand Audit Engagement Letter	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
41.2	Letter to American Express International (NZ) Inc 16 December 2024	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
15.	He take atu anō Any other business	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
		Section 9(2)(j) OIA
16.	Confirmation of actions from this meeting	Section 9(2)(g)(ii) OIA
17.	Board time	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA

And that certain employees from Te Pūkenga be permitted to remain at the meeting, namely:

- *Ziena Jalil*
- *James Smith*
- *Garth Gulley*
- *Johnny Tramoundanas-Can*
- *Deborah Young*

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.

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(b)(ii) OIA	To 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.
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(h) OIA	To maintain legal professional privilege.
Section 9(2)(i) OIA	To enable a Minister of the Crown or any public service agency or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

CARRIED

The Council moved into a public excluded session at 9.27am.

The meeting closed at 12.25pm.

Te Pūkenga report



10 April 2025

Report to	Te Pūkenga Council
Title	Chief Executive's report to Council – open session
Provided by	Gus Gilmore, Tumuaki Chief Executive
For	Information
Classification	Unclassified
Endorsement (if any)	N/A

Recommended resolutions

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

1.	Receive the report titled 'Chief Executive's report to Council – open session'.
2.	Note the update on current issues, key achievements and highlights arising during the reporting period.

Kōrero whakapōpoto | Executive summary

1. The year is underway with enrolment momentum, increased international engagement, and critical progress across our transition programme. The financial performance remains under scrutiny, and Institutes of Technology and Polytechnic (ITP) business divisions continue work to deliver on financial improvement plans.
2. Internationally, engagement in India has presented significant partnership opportunities, while locally we continue to embed improvements in the wellbeing and safety systems.
3. This is also a time of change within Council. I want to acknowledge the contribution of Tagaloatele Professor Peggy Fairbairn-Dunlop, whose term on Council concluded last month. Peggy has provided valued insight and wisdom, particularly in supporting our focus on Pacific learners.

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

Stakeholder engagement

India delegation

4. I was honoured to join the Prime Minister's delegation to India, supporting our efforts to deepen educational and institutional ties with a key international market. India remains our largest source of international students (43%) and is a critical growth partner. Highlights included the signing of a Memorandum of Understanding between Toi Ohomai and Kalinga Institute of Industrial Technology to establish new student pathways and academic collaboration. I also engaged with Indian alumni, government agencies and education providers to promote our network and explore opportunities in AI, skill development, and work-based learning. This visit reaffirmed India's commitment to

Te Pūkenga report



10 April 2025

vocational training and positions Te Pūkenga business divisions well to explore long-term partnerships.

- Following the Prime Minister's India mission, I was in Sri Lanka where, together with the New Zealand High Commission, I had positive meetings with several education agents as well as key government contacts and tertiary education providers, including Asia Pacific University of Technology and Innovation and Universal College Lanka.
- Sri Lanka is our second largest market, accounting for around 15% of international learners, up from 10% (1,043 ākonga) in 2024.

Apple partnership

- Te Pūkenga has expanded its partnership with Apple to reach 5,000 students and 100 teachers across 22 schools, supporting digital inclusion for ākonga Māori and Pacific learners. The initiative includes training and Apple device access, with 12 new kura joining the programme this year. This mahi supports long-term equity in digital and tech sector pathways. [An article showcasing the initiative was recently published in the New Zealand Herald.](#)

Media and communications

- While we still await clarity on the Government's decisions on the work-based learning consultation as well as other components of the reform, media interest remains strong in the Government's reform programme, as well as regional changes to delivery, and ongoing change proposals across the network. We continue to proactively engage with media, staff and unions and ensure we are clear on our purpose, direction and values.

Financial performance

Enrolments

- As at 7 March 2025, enrolments were up 4% overall compared with the same time in 2024. Domestic EFTS are up 3%, and international EFTS are up 16%. While international numbers have been up year-to-date, our pipeline needs to be stronger and visa approval rates for key markets continue to be concerningly low.
- Work-based learning (WBL) sign-ups are down 8% year to date in what is a slow economic environment. WBL business divisions are working on mitigating strategies to support their budget positions.

Enrolment type (EFTS)	2025 budget year end	2025 YTD	2024 YTD	YTD % variance
Domestic	56,557	37,281	36,702	3%
International	6,937	3,397	2,925	16%
Total	63,494	40,678	38,997	4%

Te Pūkenga report



10 April 2025

11. While enrolments are ahead of 2024, growth is not evenly distributed across all business divisions.
12. We are also beginning early projections of full-year revenue risk, with some ITP business divisions potentially requiring adjustment to their financial improvement plans.

Progressing disestablishment and transition

13. The Vocational Education and Training Future State programme now brings together the Regional ITP Viability Programme, Establishment (of new entities), and Transition under one coordinated change approach. This programme is being supported by strengthened governance, risk and change frameworks, with a clear focus on setting business divisions up for success in 2026.
14. We are working closely with the Ministry of Education and Tertiary Education Commission (TEC) to inform Cabinet advice and support the transition timeframe. We continue to work with business divisions and TEC to ensure accurate forecasting and alignment of funding and delivery.

Other matters

Wellbeing and safety

15. The report to the March Wellbeing and Safety Committee confirmed that while foundational systems are in place, regional variation remains, and capability gaps will be addressed during transition. We are committed to ensuring that wellbeing and safety oversight remains strong through our Statements of Commitment, leadership development and targeted reviews.

Standing Delegations Register

16. In line with the Minister's Letter of Expectations to devolve more authority and decision making to divisions, Council approved further updates to the Standing Delegations Register on 31 March 2025 via e-meeting. These updates clarify authorities related to international fee-setting for 2026 and embed stronger oversight of change management and employment relations processes. Delegations for setting 2026 international student fees have been sub-delegated to business divisions, in line with agreed pricing principles.

Farewell to Peggy Fairbairn-Dunlop

17. We formally acknowledge and thank Council member Tagaloatele Peggy Fairbairn-Dunlop for her service and advocacy for Pacific learners and communities. Her leadership and insight have been invaluable to our journey.

Fa'afetai tele lava, Peggy.

Te Pūkenga report



10 April 2025

4.1

Report to	Te Pūkenga Council
Title	Report from open portion of Finance, Risk and Audit Committee meeting held 28 February 2025
Provided by	Jeremy Morley, Finance, Risk and Audit Committee Chair
Author	Rebecca Donne, Governance Director
For	Approval
Classification	Unclassified
Endorsement (if any)	N/A

Recommended resolutions

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

1.	Receive the verbal and written report from the open portion of Finance, Risk and Audit Committee meeting held 28 February 2025.
2.	Approve that the following members of staff be added to the current authorised bank signatories: <ul style="list-style-type: none"> • Eric Sinclair (Finance Director, NMIT) • Rachel Simmers (Chief Financial Officer, BCITO) • Murray Newman (General Manager Corporate Services, Competenz) • Kelvin Wong (General Manager Corporate Services, Connexis) • Russell Dive (General Manager Corporate Services, HITO/MITO) • Raman Singh (Finance Manager, Careerforce/ServiceIQ) • Ziena Jalil (Deputy Chief Executive).
3.	Remove Phil O’Callaghan (previous Interim Chief Financial Officer) and Jonathan Cooke (Strategic Finance Director) as bank signatories immediately.

Te pūtake o tēnei pūrongo | Purpose of this report

1. The purpose of this report is to provide the Council with a summary of the matters discussed by the Committee in the open portion of its February 2025 meeting and to gain the Council’s approval of updated bank signatories.

Te Pūkenga report



10 April 2025

4.1

Te tāhuhu kōrero | Background

2. The Finance, Risk and Audit Committee (the Committee) met on 28 February 2025 online via Microsoft Teams. There were no apologies for the meeting. The open portion of the meeting pack can be found in Appendix 1.

Whai whakaaro me whakatau rānei | Discussion / decision

3. The Committee considered the following items on the open portion of the meeting:

Bank signatories

4. The Committee received the report titled 'Bank account signatories February 2025', and recommends to Te Pūkenga Council to approve that the following members of staff be added to the current authorised bank signatories:
 - Eric Sinclair (Finance Director, NMIT)
 - Rachel Simmers (Chief Financial Officer, BCITO)
 - Murray Newman (General Manager Corporate Services, Competenz)
 - Kelvin Wong (General Manager Corporate Services, Connexis)
 - Russell Dive (General Manager Corporate Services, HITO/MITO)
 - Raman Singh (Finance Manager, Careerforce/ServiceIQ)
 - Ziena Jalil (Deputy Chief Executive)
5. The Committee recommends that Phil O'Callaghan (previous Interim Chief Financial Officer) be removed as a bank signatory immediately, and that Jonathan Cooke (Strategic Finance Director) be removed as a bank signatory from 4 April 2025.

Ngā tāpiritanga | Appendices

Appendix 1: [Finance, Risk and Audit Committee 28 February 2025 book \(open portion\)](#)

Te Pūkenga report



10 April 2025

4.2

Report to	Te Pūkenga Council
Title	13 March 2025 Te Poari Akoranga hui open portion
Provided by	Kieran Hewitson, co-chair Te Poari Akoranga
Author	Haley Passmore, Governance Advisor
For	Information
Classification	Unclassified
Endorsement (if any)	NA

Recommended resolutions

It is recommended that Te Pūkenga Council:

1.	Receives the report titled '13 March 2025 Te Poari Akoranga hui open portion.'
2.	Notes that Te Poari Akoranga received the report titled 'Te Ohu Whakahaere Academic Quality hui 19 February 2025 – open'; and
3.	Notes that Te Poari Akoranga received reports and noted approvals from the following Local Academic Committees: <ul style="list-style-type: none"> • Ara Institute of Canterbury • Toi Ohomai • MITO • NorthTec • Competenz • Wintec • WITT • Primary ITO.
4.	Notes that Te Poari Akoranga received a Local Academic Committee report from ServiceIQ where no approvals were made.

Te tāhuhu kōrero | Background

- Te Poari Akoranga (Te Poari) met on 13 March 2025 in a Microsoft Teams online meeting. Te Poari received apologies from Deborah Young. Te Poari considered the following agenda items in the open portion of its meeting:

Te Pūkenga report



10 April 2025

4.2

Ngā ohu whakahaere o Te Poari Akoranga (open reports)

2. Te Poari received the report titled 'Te Ohu Whakahaere Academic Quality hui 19 February 2025 – open'.

Local Academic Committees

3. Te Poari received a Local Academic Committee report from ServiceIQ where no approvals were made.
4. Te Poari received reports and noted the following approvals from Local Academic Committees:

Ara Institute of Canterbury Academic Committee

5. Received Ara Institute of Canterbury Academic Committee reports for 5 December 2024 and 20 February 2025 and noted that it approved:
 - Portfolio and Assurance Programme Change Report
 - Disestablishment of two programmes
 - Two new Micro credentials
 - APP604 Advisory Partnerships Policy
 - Portfolio and Assurance Programme Change Report
 - Accreditation of the Master of Applied Management suite of programmes from EIT
 - APP203 Academic Committee Membership and Terms of Reference edits.

Toi Ohomai Academic Committee

6. Received Toi Ohomai Academic Committee Summary Report, 30 January 2025 – Open and noted that it approved:
 - Toi Ohomai Graduate Memo (Graduands) dated 21 January 2025
 - Post Graduate Research and Human Ethics Applications Form
 - Industry Prizes and Awards for Business.

NorthTec Academic Committee

7. Te Poari received NorthTec Academic Committee Summary Report, February 2025 – Open and noted that it approved:
 - Granting of the awards outlined in the Awards Report.
8. NorthTec Academic Committee ratified:
 - Bachelor of Applied Social work: Changes made to Programme Regulations.

Te Pūkenga report



10 April 2025

4.2

Competenz Academic Committee

9. Te Poari received Competenz Academic Committee Summary Report February 2025 – Open and noted that it approved:

- Forestry Operations Log Scaling Micro-credential on 15 January 2025.

Wintec Komiti Academic Committee

10. Te Poari received Wintec Komiti Academic Committee Summary Report (part a) – February 2025 and noted that it approved:

- Changes to its Terms of Reference including the addition of the Institutional Quality Manager as a member, update to roles of current members, and the incorporation of Wintec’s new values.

Western Institute of Technology at Taranaki Academic Committee

11. Te Poari received Western Institute of Technology at Taranaki Academic Committee Summary Report– January 2025 and noted that it approved:

- 2025 Schedule of Annual Activities
- Certificate Graduands (including micro-credentials and training schemes) – 221 approved
- Diploma and Degree Graduands – 144 approved
- Exception to Programme Regulations – Postgraduate Certificate and Diploma of Applied Management.

Primary ITO Academic Committee

12. Te Poari received Primary ITO Academic Summary Report – January 2025 and noted that it approved:

- LCP – Horticulture Practices Level 3
- LCP – Rural Servicing Level 4
- Development of paper-based materials for two bio-security units standards to better support Corrections learners
- Addition of four-unit standards to the Level 5 Enchem programme (unfunded).

Ngā tāpiritanga | Appendices

Appendix 1: [Te Poari Akoranga 13 March 2025 hui – open section.](#)

Te Pūkenga Council Meeting

7. Resolution to exclude the public

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

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

Item	General subject of each matter to be considered	Section(s)
8.	Administration	
8.1.	Minutes of the closed portion of the meeting held 13 February 2025	Section 9(2)(g)(ii) OIA
8.2.	Minutes of the extraordinary e-meeting held 31 March 2025	Section 9(2)(g)(ii) OIA
8.3.	Ngā mahi hei Actions	Section 9(2)(g)(ii) OIA
9.	Regular reporting	
9.1.	Chief Executive's closed report	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
9.2.	Wellbeing and safety report	Section 9(2)(g)(ii) OIA
10.	Risk and compliance	
10.1.	Update to Te Tiriti o Waitangi 2024 risk deep dive	Section 9(2)(g)(ii) OIA
10.2.	2024 Draft Annual Report	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
11.	Reports from and relating to Committees	
11.1.	Report from closed portion of Finance, Risk and Audit Committee meeting held 28 February 2025	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
11.2.	Report from Finance, Risk and Audit Committee meeting held 28 March 2025	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
11.3.	Report from Interim Kaimahi Advisory Committee held 7 March 2025	Section 9(2)(g)(ii) OIA
11.4.	Report from Interim Learner Advisory Committee meeting held 10 March 2025	Section 9(2)(g)(ii) OIA
11.5.	Report from closed portion of Te Poari Akoranga held 13 March 2025	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
11.6.	Report from Wellbeing and Safety Committee meeting held 27 March 2025	Section 9(2)(g)(ii) OIA
11.7.	Report from Appointment and Remuneration Committee meeting held 31 March 2025	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
11.8.	Report from Interim Māori Advisory Committee meeting held 4 April 2025	Section 9(2)(g)(ii) OIA

Item	General subject of each matter to be considered	Section(s)
12.	Inwards correspondence (confidential)	
12.1	Letter from the Public Services Commissioner – Crown Entity Chairs Reference Group, 28 February 2025	Section 9(2)(g)(ii) OIA
12.2	Letter from TEC Chief Executive, 28 February 2025	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
13.	Outwards correspondence (confidential)	
13.1	Letter to the Public Service Commissioner, 12 March 2025	Section 9(2)(g)(ii) OIA
13.2	Letter to Tertiary Education Commission, 3 April 2025	Section 9(2)(g)(ii) OIA
13.3	Letter to Tertiary Education Commission, 4 April 2025	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
14.	He take atu anō Any other business	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
15.	Confirmation of actions from this meeting	Section 9(2)(g)(ii) OIA
16.	Board time	Section 9(2)(g)(ii) OIA

The Acting Chair will also move that certain employees from Te Pūkenga, namely:

- Ziena Jalil
- James Smith
- Garth Gulley
- Clarke Raymond
- Kieran Hewitson

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.

Interests

Section	Interest
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Section 9(2)(j) OIA	To enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).