Te Pūkenga

Te Pūkenga -New Zealand Institute of Skills and Technology (Te Pūkenga)
Minutes of a meeting of the Interim Kaimahi Advisory Committee (IKAC) of Te Pūkenga
22 March 2022

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Present

Kaimahi Advisory Committee Members

Heath Sawyer (Co-Chair HS)	Nippy Paea (Co-Chair NP)	Andrea Armstrong	Ang Cooper
Barry Paterson	Craig Ludlow	Henry Ma'alo	Ian MacDonald
Jessica Costall	Jody Takimoana	Keri Youngman	Linda Aumua
Mary-Liz Broadley	Melissa Connolly	Ramari Raureti	Rhys Thurston
Scott Casley			

Apologies

Warwick Shillito

In attendance

Jo Massey *(Governance Committee Co-ordinator)*   Becca Brooke *(Learner Governance Lead)*
Keri-Anne Tane *(Director People & Culture)*

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Karakia & Welcome

Co-Chair NP opened the meeting with a karakia and officially welcomed new member Keri Youngman (representing WBLs) to the committee.

Co-Chair NP briefly updated Members on the work that had been taking place on the development of the IKAC Relationship Agreement with Council and the committees work programme. She noted that things were moving in the right direction and that it was great to have clarity on the work of the committee going forward.

1. **APOLOGIES**
    Resolved: **(Heath Sawyer/Bill Rogers)**

    That the apologies from Warwick Shillito are received and accepted.

2. **MINUTES OF THE OPEN MEETING HELD 10 FEBRUARY 2022**
    Resolved: **(Nippy Paea/Linda Aumua)**

    That IKAC confirm the open minutes of the interim Kaimahi Advisory Committee meeting that took place on 10 February 2022 as a true and correct record.

2.1 **Matters Arising & Action List**

Actions	Status
1. IKAC rep on Komiti Māori to follow up on whether the request from Te Poari Akoranga is for a Komiti Māori member or a Māori representative to serve on Te Poari Akoranga.	**Completed –** action has been re-directed to Komiti Māori.
2. IKAC members were asked to indicate whether they were in agreement with IKAC preparing a statement supporting Te Tiriti o Waitangi before Equity - Te Tiriti is not an area to be included in the Equity Framework, but a separate area required to allow for informed equity for Māori. Clarification from staff would be good around the framing of te Tiriti and Equity. In the Council workplan it lists them separately.	**In progress -** Co-Chair HS noted that staff had presented the draft equity framework to Council and that it would be useful for IKAC to see the framework before making a statement about Te Tiriti and Equity. **Staff Action** – Staff to follow up with the Equity and Partnerships team on whether IKAC could receive more information/a presentation on the draft Equity Framework.

3. STANDING ITEMS

3.1 Conflicts of Interest

No conflicts of interests were noted.

3.2 Committee Updates:

Council Meeting verbal update - Co-Chair HS

The following points were noted/discussed as part of this update:

- A wider governance review will be taking place with recommendations coming out of this review to be made available at the appropriate time.
- An update had been provided to Shelley Weir (TIASA) and Tina (TEU) around IKAC's timeline and the work that had been taking place. A positive response was received from them.
- The draft International Strategy has been released. Co-Chair HS to obtain a copy to share with members.
- With respect to vaccine mandates, Te Pūkenga had advised that subsidiaries should refrain from going off on their own regarding this issue.
- Early mover discussions with some subsidiaries had been taking place with some subsidiaries starting to prepare themselves to be early movers.
- Discussion was occurring around the Change Management Pack. It was noted that members won't necessarily be involved in the change management itself but will be able to provide feedback once it has been implemented. The Co-Chair HP will share the document with members after the meeting.
- Members requested a copy of the raw data from the staff survey. They noted that the information that had been provided on Te Pūkenga website did not appear to give a full picture of the results. Members would appreciate the ability to understand some of the detailed information obtained through the survey.

Action - The Co-Chair to seek permission to share the International Strategy with IKAC members.

Action – The Co-Chair to share the Change Management documentation with members.

Action – The Governance Co-Ordinator to speak with the Director of People and Culture around the possibility of IKAC having access to the staff survey raw data.

Komiti Māori verbal update - IKAC rep on the Komiti Māori
The following points were noted/discussed as part of this update:

- Komiti Māori had not held a meeting since the last reported to IKAC due to the last one being cancelled. The next meeting of the Komiti Māori will be held this Thursday.
- The draft workplan for the Komiti Māori was being developed, with Co Governance occupying the top priority as well as the development of the final state of the Māori Advisory Committee.

Te Poari Akoranga (TPA) verbal update – IKAC reps on TPA
The following points were noted/discussed as part of this update:

- Most of the TPA members' terms will end in April 2022, so they will be reviewing their membership for the committee. Accordingly, they will inform when expressions of interest for committee membership opens.
- The matter of a Komiti Maori representative on TPA was brought up at the last meeting. It was noted that staff would contact the Komiti Māori directly.

Resolved: **(Heath Sawyer/Jody Takimoana)**

That IKAC receive the verbal Co-Chair report and the updates concerning OPEN Council/committees/representative groups.

4. **APPROVAL OF RELATIONSHIP AGREEMENT & WORK PROGRAMME**

The Learner Governance Lead took the report as read and provided a brief overview of the process that had taken place to develop the draft IKAC relationship agreement and work programme. She noted that IKAC were able to request further changes as part of this item.

Resolved: **(Heath Sawyer/Mary-Liz Broadley)**
That IKAC:

a)	receive the report;

b)	note that the Council approved the draft relationship agreement and work programme for IKAC at its 15 March 2022 meeting, and that the Chair and Deputy Chair of Council have been delegated authority to consider and agree any final amendments to the documents, in consultation with the IKAC Co-Chairs;

c)	note the IKAC Co-Chairs involvement in developing the relationship agreement and work programme, and that the draft documents were circulated to all IKAC members for review and feedback;

d)	note that the draft relationship agreement is not a legal agreement but will constitute the agreed protocols and means of engagement between Council and IKAC so there is clarity as to process and expectations; and

e)	approve the final relationship agreement and work programme for IKAC and delegate authority to IKAC Co-Chairs to sign the final documents.

5.   WORK PROGRAMME DELIVERABLES

Permanent advisory committee framework discussion (committee profile pre-thinking and -development)
The Director People and Culture provided a presentation (appendix 1) to set the scene for an initial discussion around permanent advisory committee framework. She encouraged members to reflect on the staff representation needs and what the composition of a permanent committee should include. Members were advised that they should consider the requirements of the Education and Training ACT 2020 and that the Charter in forming any views.

Members moved into breakout rooms to discuss their ideas for member representation, committee profile, and development for the permanent staff advisory committee. The following feedback was provided:

- **Timing of the permanent committee elections** – there was a general consensus around the need for a level of stability and continuity during a time of transition and that the timing of elections for permanent committees needed to be considered alongside the practicalities and logistics of day 1 operations. Members noted that options for election timing should be worked through alongside how committee flow and consistency could be established and maintained e.g., staggered/rotational membership, turnover and handover process etc.

- **Length of term** – members discussed how often elections should be held and whether there should be staggered/rotational committee membership arrangement. There was agreement succession planning needed to be thought about, along with developing robust handover processes.

- **Regions vs Subsidiaries representation** – subsidiary identity was important despite the establishment of regions and the legislative requirements around committee membership being made up of regional representatives (at a minimum). It was mentioned the number of committee members shouldn't outweigh the other factors needing to be considered. There was also discussion around the importance of partnership in the context of Te Tiriti and considering rohe representation within the regions and how one or two members from a 'region' would be able to work across all subsidiaries in a particular region.

- **TITOs consideration** also needs to be given to the TITOs and the representation required from them as they are a large group outside of the subsidiaries.

- **Priority groups** – members discussed how an elections process or committee profile could factor in representation of priority groups (Māori, Pacific, Disabled, LGBTQ etc).

- **Balance of Academic and Non-academic** – how to ensure a good balance between academic and non-academic staff were represented (including a mix of face-to-face and online teaching staff).

- **Inclusion of management staff** - several ideas around whether management staff should be eligible to be elected to the committee or not i.e., opportunity to nurture the next lot of leaders coming through.

- **Kaimahi committee connections** with the other committees and staff committees within Te Pūkenga i.e. People and Culture, Health and Safety.

- The question was asked around IKAC's input/participate into the development of the regions.

The Learner Governance Lead wrapped up the discussion noting that there were many good and important points that had been raised in the discussion. These points would be used to help guide and develop some research and analysis work in the coming months and would inform options to be brought back to the committee for further discussion and consideration.

Regarding the regions and whether the committee would be given the opportunity to provide input, the Learner Governance Lead noted that her understanding was that the advisory committees would be invited to provide their input as part of the operating model engagement which was currently being worked through. In response to the discussion around timing of elections she noted that there had been some discussions taking place around the timing of elections and that the points raised by IKAC were in line with some of the thinking that had been taking place within Te Pūkenga. She reassured the committee that she would keep the committee informed on any discussions around elections timing.

Resolved: **(Heath Sawyer/Ramari Raureti)**
That IKAC receive the verbal overview around the upcoming work programme and note the feedback received from the committee breakout sessions on the development of the permanent kaimahi advisory committee framework.

Communication to ensure IKAC's purpose within the wider network is understood
Members discussed the need to effectively communicate the function and purpose of IKAC across the wider network. Co-Chair HS asked that while members discussed their ideas around communication in the breakout rooms, they also take the opportunity to discuss any ideas around establishing an operational issues process.

The following points were discussed:

- Members noted that there seemed to be varying levels of access to information/involvement of matters to do with Te Pūkenga within their own subsidiaries and that they were sometimes uncertain on what they were able to share/not share themselves. It was noted that it would be useful to have some guidance to inform talking points and updates from and for various forums, and that improvements to the internal processes supporting the flow of information would enhance transparency of decision-making.

- It was noted that there needed to be some work done to increase the understanding of the network on the role and purpose of IKAC. Members requested that communication be sent from Te Pūkenga to subsidiaries to help re-set expectations and understanding. Idea's included messaging coming from the CE or Council Chair through their newsletter; holding webinars with IKAC members; fostering a two-way communication forum. Members also discussed the creation of a landing page that could be used to distribute appropriate information in a consistent manner to a broader audience.

- Co-Chair HS requested that members give some consideration to communication processes within their subsidiaries and provide some examples of best practice ideas. The committee acknowledged that not being able to meet in person was impacting in several different ways across the board.

The Learner Governance Lead acknowledged the points raised by the committee about the importance of communication and increased transparency. She noted that there were several 'low hanging fruit' actions that were being worked on to help improve communication and that conversations were currently taking place to work through some of these actions.

She noted that staff would work through a process to ensure key points were communicated following each meeting to assist with talking points for members.

Resolved: **(Nippy Paea / Andrea Armstrong)**

That IKAC receive the verbal overview around communication to ensure that IKAC's purpose within the wider network is understood and note the feedback and guidance received from the committee.

6. **OPERATIONAL BUSINESS**

   What is the process for dealing with operational issues?

   Members discussed ideas for dealing with operational matters during the breakout room discussions.

   Co-Chair HS provided a presentation on how operational issues might be managed/re-directed for IKAC. He asked Members to put forward other ideas on how an operation issues process may work for the committee.

7. **General Business**

   There were no general business items discussed.

   Co-Chair NP thanked everyone for their contributions, including staff. She noted the meeting had been productive with lots of good discussion about the work of the committee going forward.

   Before the meeting concluded, IKAC members provided brief updates on any news from within the subsidiaries. Co-Chair HS suggested that the committee continue with making room for this discussion at future meetings as it was important part of keeping the committee informed of the issues being faced by staff.

The meeting closed at 1:11pm with Karakia Whatuwhera

Dated: 5 May 2022

Signed as a correct record

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Heath Sawyer   **Nippy Paea**
Co-Chair   **Co-Chair**