

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

**Held on Wednesday, 1 March, 2023 at 8.30am by Zoom
videoconference**

Present: Murray Strong (Chairperson), Kim Ngārimu (Deputy Chairperson), Heath Sawyer, Jeremy Morley, John Brockies, Jordan Gush, Kathy Grant, Maryann Geddes, Sam Huggard, Tania Hodges, and Teorongonui Josie Keelan.

In Attendance: Peter Winder (Chief Executive), Rebecca Donne (Council Secretary), Andrew McSweeney (DCE Learner and Employer Experience and Attraction, items 10.1., and 11.1. - 11.2.), Michelle Teirney (Chief Financial Officer, items 11.1. - 11.2.), Dr Megan Gibbons (DCE Academic and Learning Systems, items 11.1. - 11.2. and 12.1.), Marina Matthews (Chief Advisor, items 11.1. - 11.2.), and Richard Forgan (DCE Strategy and Transformation, items 11.1. - 11.2.)

Absent: Tagaloatele Peggy Fairbairn-Dunlop

Open minutes

1. Welcome/Apologies/Notices

The Chair welcomed everyone to the meeting.

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.

Action: 2303.06 All members to respond to the Annual Declaration of Interests and Related Parties and Declaration of Gifts Received email from Gillian Hamilton on 13 February if they have not already.

2.3. Minutes of previous meeting held 9 February 2023

RESOLVED (K. Grant/T. Hodges)

That the Council approve the minutes of Te Pūkenga Council open meeting held on 9 February 2023 as a true and correct record.

CARRIED

The outstanding matter relating to the commitment to Health and Safety will be covered under agenda item 9. (Wellbeing and Safety monthly report).

2.4. Action List – Open

- There were several items coming out of the 13 December 2022 Health Safety and Wellbeing Committee, which Management will provide once there is the ability to. These are the Health and Safety walk plans, the Chief Executive statement of commitment to Health and Safety, and the Council statement of commitment to Health and Safety.

Action: 2303.07 The Chief People Officer to provide an updated timeframe for when the Health and Safety walk plans, the Chief Executive statement of commitment to Health and Safety, and the Council statement of commitment to Health and Safety can be provided to Council.

- The action relating to an update to the whakatauki to include work-based learning will be passed to the DCE Tiriti Outcomes once he comes on board next week.

3. Chief Executive’s Report

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

The Chief Executive noted the impact of Cyclone Gabrielle across many areas of Te Pūkenga, and that it will take some time to understand the full impact. Te Pūkenga has assisted with a network response to supporting those affected by the cyclone including wrapping around incident teams from across the network.

The Chief Executive was also pleased to be able to announce the appointment of Paora Ammunson, DCE Tiriti Outcomes and Ziena Jalil, Chief of Staff to the Executive team, starting on Monday 6 March 2023.

4. Reports from Committees

4.1. Verbal update from Finance and Capital Investment Committee held 22 February 2023

The Chair of the Finance and Capital Investment Committee provided an update on the following matters:

- Progressed first two projects under high priority building projects which are capital developments at Toi Ohomai and WITT campuses.
- He Toki Kai Te Rika (Otago Polytechnic Trades Facilities) now has a scheduled completion date.
- The Committee received an update on seismic policy implementation and further assessments across the network.
- The Committee has heard the results of the WITT space utilisation pilot and decided not to roll this out any further across the network.

4.2. Verbal update from Risk and Audit Committee held 24 February 2023

The Chair of the Risk and Audit Committee advised that the whole meeting was public excluded so the substantive matters will be dealt with in the Closed session. He drew the Council’s attention to the compressed timeframes of statutory audits and production of annual report at the same time as a period of great change, which is impacting people’s ability to deliver these on time. The Committee explored some pragmatic ways to address this.

4.3. Verbal update from Te Poari Akoranga from the meeting held 22 February 2023

An update relating to Te Poari Akoranga will be provided in the closed session.

5. Correspondence

Nil.

6. Formal Motion for Moving into Committee

RESOLVED (M. Strong/T. Hodges)

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 9 February 2023	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty. Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.	Minutes from public excluded meeting held 9 February 2023
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. 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).
8.	Chief Executive's Report	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for

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		<p>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>withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
9.	Wellbeing and Safety monthly report	<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> <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>
10.	Strategy		
10.1.	Learner and Kaimahi Advisory Committees	<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>
11.	Financial Reports		
11.1.	Te Pūkenga Consolidated draft December 2022 Financial Report	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty.</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.</p>	<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>

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11.2.	Te Pūkenga 2023 Financial 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).
11.3.	Report from Finance and Capital Investment Committee and Recommendations	<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.	Report from Risk and Audit and Recommendations	<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. Reports from Committees			
12.1.	Verbal update from Te Poari Akoranga held 22 February 2023	<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</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).

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		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.	
12.2.	Appointment of Co-Chair, Te Poari Akoranga	Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons.	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 – Inwards		
13.1.	Letter from Minister of Education regarding Integration and Transformation Funding	<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).
14.	Correspondence - Outwards		
14.1.	Letter to Minister of Education regarding Integration and Transformation Funding	<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.	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</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).

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		<p>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>	

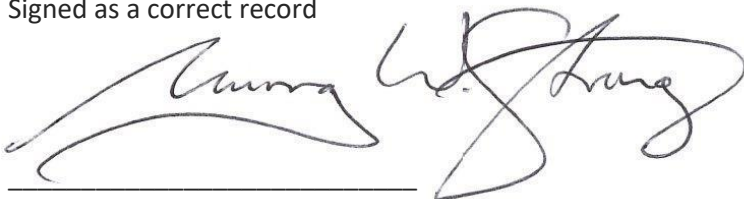
And that certain employees from Te Pūkenga be permitted to remain at the meeting, namely Rebecca Donne, Andrew McSweeney, Marina Matthews, Megan Gibbons, Michelle Teirney, and Richard Forgan, after the public has been excluded, because of their specific knowledge in relation to the above items. This 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 8.48am and moved into closed session at 8.57am.

Dated: 5 April 2023

Signed as a correct record



Murray W. Strong

Chair