

Interim Kaimahi Advisory Committee

Date Thursday, 10 February 2021
Time 8:45am –2:15pm
Venue Microsoft Teams

Committee	Heath Sawyer (Co Chair)	Nippy Paea (Co-Chair)
Members	Angela Cooper	Barry Paterson
	Andrea Armstrong	Bill Rogers
	Craig Ludlow	Henry Ma’alo
	Ian MacDonald	Jessica Costall
	Jody Takimoana	Linda Aumua
	Mary-Liz Broadley	Melissa Connolly
	Ramari Raureti	Rhys Thurston
	Warwick Shillito	Scott Casley

Open Agenda	
Karakia Timatanga Opening Karakia (short version)	
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 whakamaui ai kia tīnā, Tīnā! Hui e? Tāiki e!	Listen o Rongo to Te Pūkenga offering gratitude for the peace and harmony that allows us to enjoy, the gifts of the earth and the heavens bequests of a higher order. and bind them firmly. Firmly! Do we all concur? We concur!
1.	Karakia – Waiata
1.1	E-Pōwhiri new member Bill Rogers
1.2	Welcome / Apologies / Whanaungatanga
2.	Minutes of the Open meeting held 14 December 2021 Minutes of the meeting held 14 December 2021
2.1	Matters Arising
2.2	Action List – Open

	Action List 14 December 2022 Meeting
3.	Standing Items
3.1	Conflicts of Interest
3.2	Committee Updates <ul style="list-style-type: none"> • Council - Co-Chair verbal report (Nippy) • Komiti Maori – Ramari Raureti • Te Poari Akoranga – Mary-Liz Broadley / Linda Aumua
4.	Workshop – The role of the Interim Staff Advisory Committee and a description of function.
4.1	Governance in our agenda and IKAC Funnelling operations up to governance level over-sight (Change Management tool), (Examples)
5.	General Business
6.	Formal Motion for Moving into Committee

Closed Agenda – In confidence	
1	Council work plan
2	Te Pūkenga work plan summary Work Plan Summary
3	Unified funding system (UFS) Determine any potential pain points for kaimahi with associated contingencies/problem-solving Unified Funding System
4	Formal Motion for Moving out of Committee
Karakia Whatuwhera Closing Karakia	
Puritia, puritia ngā kōrero o te wānanga puritia ki a ū, kia mau puritia kia ita Unuhia, unuhia atu rā Te tapu o te kahui o ngā ariki mauria atu rā ko te kahu ora o Rongo he rongo taketake he rongo mau tonu ka whakamau kia tīnā, Tīnā! Hui e, Tāiki e!	Hold fast, hold firmly the words of the academy cement them firmly fixed in the mind. Release ourselves of the decorum of formality let us take up the life-giving cloak of Rongo the permanence of peace and harmony and bind it firmly, Firmly!

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

**Minutes of a meeting of the Interim Kaimahi Advisory
Committee of Te Pūkenga**

14 December 2021

Present

Kaimahi Advisory Committee Members

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

Apologies

No apologies

In attendance

Jo Massey (Governance Committee Co-Ordinator/Secretariat)

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 Nippy Paea.

Open Agenda

1. Welcome /Apologies/Whanaungatanga

Heath welcomed everyone to the last meeting for the year.

No apologies were noted.

Whakawhanaungatanga – All members shared an update on how they are tracking for the rest of the year and how they are looking forward to the break from the busy year.

2. Minutes of the meeting

The Kaimahi Advisory Committee approved the minutes of the open meeting of Te Pūkenga Interim Kaimahi Advisory Committee held on 24 November 2021 as a true and correct record of the meeting.

Moved: Heath Sawyer

Seconded: Ramari Raureti

CARRIED

Actions from previous meeting

1. A Register of Interests for Members will be created by the Secretariat and loaded onto the team page so it can be added to. - **COMPLETED**
2. Include the impact of secondments from subsidiaries to Te Pūkenga in the Council report. –**COMPLETED** T Council will be given a report on this at its meeting in February. We are working with Keri-Anne on this as we need to make sure subsidiaries understand the risk of not backfilling a secondment if they are under the pump.
3. A formal notification needs to be sent to the two Advisory Committee reps on Te Poari Akoranga that they are members, and a similar communication needs to be sent to their subsidiary CE - **COMPLETED**
4. Te Poari Akoranga representatives to submit a statement about the history to date and what needs to be achieved going forward so the Committee Co-chairs can mention it in their report to Council. – **COMPLETED** an update will be given at the Committee update section.
5. Members to review the objectives and outcomes in the Strategic Plan and send feedback to the sub-committee if they feel there are any gaps.
UPDATE - Members who have not yet completed the survey should have it completed and sent to Jo before the next subcommittee meeting.
6. The Strategic Plan Subcommittee will gather comments received on proposed values, and a poll will be generated and emailed to members for voting prior to the December meeting.

It was discussed whether we should adopt the Te Pūkenga values of Manawa nui, Manawa Roa, and Manawa Ora, or create our own values. Members agreed that the Te Pūkenga values are impressive, and it's clear they were developed through a Māori lens. The use of the word Manawa, which refers to the heart, embodies these values because it has a holistic perspective where we aren't just learning academically, but learning constantly in our everyday lives. Although we're heading in a different direction, it makes sense to use the same values as the overarching principles. Its mission and vision will remain unchanged, and values and principles will be firmly rooted in it.

In order to decide how to proceed, Jody Takimoana asked members to indicate their preference in the chat whether they prefer the Te Pūkenga values or our own values so the subcommittee can move forward on these. After the vote was tallied, it became apparent that members agreed that Te Pūkenga values should be used for the Kaimahi Committee values.

7. The Co-Chairs to collate the Operating Model feedback from the meeting to include in the report to Council. **COMPLETED** This was discussed in the Co-Chairs verbal report to members.

3. Standing Items

3.1 Register of Interest

All members to pass on any interests they have so these can be updated.

3.2 Committee Updates

a) Co-Chair verbal Report

Heath updated Members on the Council meeting and informed them that subsidiaries should receive a response to the Operating Model before Christmas. As part of the workplan and pathway for next year, the Exec will explain the consistent messages and what they plan to do in regard to the questions.

Additionally, Heath discussed the progress of the committee to date and outlined plans for the coming year, noting that while we worked in the dark, we had set some goals and worked on a strategic plan so we understood what we had to do. It is clear we have two priorities for this committee - the Establishment, which we must complete by April, and then the Staff Voice, which will become the main focus after the Establishment process is completed.

Heath gave an update on the co-design hui, which will take place early in the New Year to develop a work plan. Obviously, not everyone can participate, but if you're interested, please contact Jo.

In 2022, what can we expect? From January to March, we will complete all documentation required by the Terms of Reference. With all the Te Pūkenga working groups being formed, we as a committee need to make sure our members are included in these various workstreams and committees so that we can monitor and advise on the state of the organisation's.

Our committee's agendas will then be formatted as follows.

- Part A focusing on reporting back from these workstreams and committees
- Part B is about reporting back from subsidiaries about how different things are going in the subsidiaries
- Part C will be about connecting, which will highlight any gaps that appear in the columns of the matrix
- Part D will be on general administration.

Concern has been raised about potential announcements from Te Pūkenga in the New Year that may involve deadlines. Given that many subsidiary employees return in January, will consideration be given to allowing them to provide feedback in a timely manner?

b) Te Poari Akoranga - Mary-Liz Broadley / Linda Aumua

The two committee members have now been formally welcomed to the committee, and the agenda from the last meeting has been made available to members.

During the meeting, Mary-Liz mentioned that external guests attended and discussed the unified funding system and how subsidiaries will access funding this way. Their responses indicate that they are still working their way through this, since they weren't able to answer all of our questions. The following website was attached to the team's page for member information. <https://www.tec.govt.nz/rove/unified-funding-system/>

It was also noted that the Te Poari Akoranga should have two Komiti Māori representatives. Ramari noted that she would follow up on this.

Action 1: Ramari will follow up with Komiti Māori around two representatives from this Komiti serving on Te Poari Akoranga.

c) Komiti Māori – Ramari Raureti (Kaimahi Advisory rep on the Komiti Māori)

Ramari reported that the next meeting will take place on Thursday. The Komiti has met with the Mātauranga Iwi Leaders group, and a commitment has been made to develop a working relationship in terms of collaboration and exploring other Te Pūkenga committees.

4. February Hui

Heath said next year will be busy, and he looks forward to working with the Council on the work plan.

4.1 Logistics

Due to the logistics of the next meeting as well as the fact that we will meet face-to-face, members should inform Jo about their vaccination status, since this will depend on where the meeting is held as well as travel considerations.

5. General Business

Communication with Kaimahi was the topic of discussion. Now that our November meeting minutes have been formally finalised, they can be shared with subsidiary staff. The recommendation from Scott was that, instead of sharing minutes with subsidiaries, a document with talking points be developed first, since staff members are most likely to ask how the committee is structured, who our representative is, and who is on the committee.

Nippy mentioned she will put her name forward to begin the Comms Strategy subcommittee and asks other members to confirm if they would like to join this subcommittee.

The meeting closed with Karakia Whatuwhera at 11:05am

Dated: XX December 2021

Signed as a correct record

Heath Sawyer
Co-Chair

Nippy Paea
Co-Chair

INTERIM KAIMAHI ADVISORY COMMITTEE (IKAC) MEETING ACTION LIST

Meeting Date: 14 December 2021

Action #	Action	Actioned by	Due Date
1	Ramari to follow up with Komiti Māori around two representatives from this Komiti serving on Te Poari Akoranga.	Ramari Raureti	February 2022