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## Te Pūkenga Interim Kaimahi Advisory Committee (IKAC)

### Open Minutes

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**Minutes of a meeting of the Interim Kaimahi Advisory Committee held in Wellington and on-line via Teams on Thursday 28 July 2022 at 10.30am.**

**Present:** Heath Sawyer (Co-Chair), Nippy Paea (Co-Chair), Angela Cooper, Andrea Armstrong, Craig Ludlow, Ian MacDonald, Jessica Costall, Jody Takimoana, Keri Youngman, Linda Aumua, Mary-Liz Broadley, Ramari Raureti, Rhys Thurston, Scott Casley, Barry Paterson, Bill Rogers, Henry Ma’alo and Warwick Shillito.

**Apologies:**

**In Attendance:** Keri-Anne Tane (Director People & Culture), Simon Karipa (Governance Director), Jo Massey (OPS Co-Ordinator), Mark McGeady (Kaikōkiri Director Learner and Insights LJE), Victor Grbic (Learner Strategic Advisor LJE), Meg Douglas Howie (Senior Human Centered Design Lead LJE), Mark Rees-Thomas, Mat Kearney  
  
Pam Fleming (TEU) attended as member of the public.

**1. Karakia**

The meeting was opened with a karakia.

**2. Introductions/Welcome**

The meeting opened with a whakawhanaungatanga sessions on how members are going both personally and professionally.

**3. Apologies**

**Resolved:** (J Takimoana/M Broadley)

No apologies for absence.

**4. Confirmation of Agenda**

**Resolved:** (W Shillito/J Costall)

That the agenda be confirmed.

**5. Declarations of Interest**

There were no conflicts of interest for any item on the open or closed agendas.

**6. Confirmation of Open Meeting Minutes of 15 June 2022**

**ACTIONS**

1. A presentation to the committee on the Ako frameworks to be arranged.  
Update – The next Te Poari Akoranga meeting is scheduled for 10 August so all on hold around the Ako network. It was noted that Shane Wohlers has done a great job with the view of regions and iwi and would be good to get him to discuss.

**Action**

A presentation to the committee on the Ako frameworks to be arranged.

Disability implementation Framework – It was noted that with regards to the Disability Implementation Framework it is overall a positive strategy but there is concern that this only applies to Ākonga and there is no mention of Kaimahi which appears to be a blind spot as Te Pūkenga need to identify as an employer to support encourage and create a pathway for progression for Kaimahi. It would be preferable to expand the scope of this document to include Kaimahi rather than having two separate documents.

Keri-Anne Tane noted how empowering that this was raised, and an action needs to be created around this so that the necessary area is aware that Kaimahi need to be included.

**Action**

The Co-Chair to advise the necessary area around the concern that the Disability Framework does not include Kaimahi.

**Resolved:** *(J Costall/A Cooper)*

That the open minutes of the Interim Kaimahi Advisory Committee's meeting of 15 June 2022 be confirmed, subject to amendments and actions noted.

## 7. Open Council/Committee/Representative Group Updates

- The Co-Chair (committee's representative on the Council) provided a Chair report which included a brief discussion around a long-term IKAC work plan and how moving forward the committee while still working to the ToR don't see the point of using and already obsolete workplan but instead will be responsive to the comms and decision making that the ELT generate. It was noted that the current work plan is not a rolling workplan which is needed for this committee.
- Members noted that IKAC is now being utilised more and becoming recognised as a strategic entity with an element of operational.
- Members recognized Heath's contributions to IKAC in this area, particularly as the Council Representative.
- Concerning communications going out to keep subsidiary staff informed, the Co-Chair stated that he has tasked IKAC member Jessica Costall with working with the points the council secretariat puts together and adding to them as necessary.
- With regards to the suggested comms template presented by the Co-Chair it was suggested to add a feedback loop into this, for example, submitted to Council, feedback received etc.

The following was listed by members around suggested information to be included in the comm to subsidiaries.

- What we have done: - Upholding our commitment to te Tiriti o Waitangi
- Representation on Te Pūkenga committees
- PCW – Roadshow support
- Feedback on Strategic documentation – Academic Board
- Advisors to council (Staff voice) - Chair
- Establishment of partnerships with Te Pūkenga
- Roles and responsibilities- job descriptions (in progress)
- Strategic Plan (establishment / revisions)
- Challenge on Co-Leadership

- Working with other stakeholders – TEU etc,
  - Being honest and keeping to the kaupapa of staff
  - Wellbeing of staff
  - Transparency of staff issues in different ITPs
  - Future Aspirations for staff
  - Formation of key Kaimahi documents
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- It was agreed that we need to look at what is the consistent messaging from IKAC and seek more clarity on being advised of key issues not kept out of the loop.
  - The Governance Director noted that he is in the process of amending the Council paper templates, part of which sees a section each author needs to complete showing which Advisory Committee or sub-committee the issues have been discussed with, their feedback, and how that was considered in the paper. This comms template being discussed is timely

## 8. Te Pūkenga Outcomes Framework Presentation

Mark McGeady - Kaikōkiri Director Learner and Insights, Project Business Lead Outcomes Framework and Meg Douglas Howie – Co-Design, Team Member Support Outcomes Framework to present the framework.

Prior to the Outcomes team presenting IKAC member Ramari Raureti briefly discussed her comments that she feedback to the outcomes framework team after they presented to Komiti Maori.

Mark and Meg went through the process and the current state and asked for feedback from IKAC. Mark went through his slides around the ITO, ITP Apprentice area in relation to the challenges that Maori and Pasifika are facing.

In relation to the apprentices, it was identified that the longer they remain in study, the less likely they are to complete, and the greater the chance they will complete with parity the earlier they are completed. Questions were asked around the completion rates for part-time etc it was noted that data has been received around this and other modes of learning. Members asked to see the data as this needs to be looked at so it can be used for change along with any data received around the MPTT space.

<b>Action</b>
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Mark Mc Gready to forward the data around completion rates to members.
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It was recognised that it would be beneficial to maintain this collaborative approach between the Outcomes team and IKAC. If any documents requiring feedback can be sent to members in a timely manner, then the outcomes team can attend to discuss further.

Discussion then occurred around the Te Pūkenga Outcomes Framework with the following noted.

- Linda Aumua noted with her Pasifika hat on looking at the framework that she doesn't see herself in there and added where the word equity is mentioned perhaps put Pasifika. It was suggested that we don't disguise the priority networks under the equity umbrella.
- The Co-Chair noted that in the feedback received from IKAC and Komiti Maori member Ramari Raureti that we look at replacing the words "Te ao Māori" which is a one size fits all but "He ao Māori" which makes more sense in this context.

- There was a consensus that we must be accountable and see action words from all that we demonstrate and accept responsibility for. There needs to be measured outcomes required from institution, staff, ākonga, employers that demonstrate tikanga Māori in day-to-day learning. It is time to eliminate this fluffiness. Bill mentioned he will be happy when learning outcomes and curriculum in Te Reo

**Resolved:** (L Aumua/A Armstrong)

*That IKAC receive the Outcomes Framework and that feedback from the committee is noted.*

## 9. **PCW Strategy Presentation**

Mark Rees-Thomas and Mat Kearney attended the meeting to present the PCW Strategy.

Today's discussion is at the high level, covering what has occurred to date and what the next steps are. As a result of timing constraints, they are unable to provide theming today, but will do so as soon as possible.

Moving forward, the goal is to keep the IKAC updated and to engage members in the development process as it proceeds. The IKAC job is to feedback on work that is important to our organisation. The strategy team will be included on the Kaimahi agenda every month to help influence a good strategy for the October Council meeting so the team can be involved in the process of transforming Te Pūkenga.

Members were informed that individual subsidiary reports are being developed and will be distributed to the network in response to feedback from the subsidiary roadshows. It has been noted that the data received at the roadshows may not be representative of what subsidiary kaimahi are experiencing at present. Therefore, we need to ensure that it is still relevant given the current climate. The PCW team agreed and noted that there are various ways to achieve this, including sending a survey along with reports to subsidiary kaimahi for their review.

Members noted that as long as the strategy is agile and flexible and can change when needs to this will work. It was noted the Strategy is going to have aspiration but be descriptive on how we are going to get there year by year to 2027. Kaimahi need to see these timelines delivered so they know it is going to happen. It's about being truly transparent, have open conversation and share decision making.

Next steps:

- Invite PCW Strategy team to next Kaimahi meeting
- It has been suggested that a discussion be held regarding what are the boundaries and what is the purpose of IKAC in its role as an advisory committee. It may be possible for IKAC to serve as a conduit between subsidiary kaimahi and Te Pūkenga.
- Expectation clear that the subsidiary reports need to be available for all staff not just management
- It was noted that writing the strategy is the easy part, whereas implementing it is the fun part. The team's desire is to present regularly to Council on the process, and to accomplish this, the team felt it needed to come to IKAC first for input before attending the Council meeting.

**Resolved:**

*That IKAC receive the PCW Strategy and that feedback from the committee is noted.*

**10. General Business**

**Committee members wanted it noted in the minutes that they all unanimously agree and thank Keri-Anne Tane for her constant support of the committee and subsidiary staff and for constantly being visible with her team across the subsidiaries.**

There was a brief discussion regarding the extension of member contracts as agreed by the Council. Considering the current schedule of tutorial staff, several members requested written confirmation of the intention to extend the contract until next year so they can advise their line managers.

As noted by the Governance Director, when it comes to extending contracts, it won't be considered until Q4 as there may be changes after the implementation of the Operating Model. Kaimahi will then be under the Te Pūkenga umbrella and will receive a new employment offer at this time.

**Action**

Keri-Anne to look at letters to subsidiary CEs confirming the rollover of current IKAC member contracts to next year.

**11. Resolution to exclude the public**

**Resolved:** *(M Bradley/J Costall)*

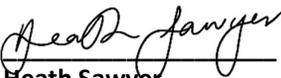
The committee moved in -committee at 3.40pm to approve the 15 June public excluded minutes then moved back to the open agenda at 3.45pm.

**12. Closing Karakia**

The meeting ended at 3.55pm with a closing karakia from Nippy Paea.

**Dated: 5 September 2022**

Signed as a correct record

  
Heath Sawyer  
Co-Chair

  
Nippy Paea  
Co-Chair