

# Te Pūkenga Council 9 May 2024 ordinary meeting



Meeting Venue: Kotahitanga Room, MITO Offices, Level 3, 50 Customhouse Quay, Wellington

09 May 2024 09:30 AM - 12:30 PM

| Agenda Topic   | Presenter     | Time              | Page |
|--|---------------|-------------------|------|
| <a href="#">Karakia timatanga</a>  |               |                   | 4    |
| Open Agenda  |               |                   |      |
| 1. Welcome/apologies/notices   | Sue McCormack |                   |      |
| 2. Administration (open)   | Sue McCormack | 09:30 AM-09:35 AM | 5    |
| 2.1 <a href="#">Council membership and schedule of committees</a>  |               |                   | 5    |
| Recommendation:<br>That Council note the membership terms and the schedule of meetings for 2024.   |               |                   |      |
| 2.2 <a href="#">Register of interests</a>  |               |                   | 15   |
| Recommendation:<br>That Council note the register of interests and notify the Acting Chair of any items on the agenda for which they have a conflict or perceived conflict.  |               |                   |      |
| 2.3 <a href="#">Minutes (draft) of the meeting held 11 April 2024 (ordinary meeting)</a>   |               |                   | 17   |
| Recommendation:<br>That the Council approve the minutes of Te Pūkenga Council open meeting held on 11 April 2024 as a true and correct record.   |               |                   |      |
| 3. <a href="#">Chief Executive's open report</a>   | Gus Gilmore   | 09:35 AM-09:45 AM | 22   |
| 4. Reports from Committees   |               | 09:45 AM-09:50 AM | 25   |
| 4.1 <a href="#">Report from open portion of Te Poari Akoranga held 29 April 2024</a>   | Deborah Young |                   | 25   |
| 5. Correspondence  |               |                   |      |
| There is no correspondence on the open portion of the agenda   |               |                   |      |
| 6. He take atu anō   Any other business (open)   |               |                   |      |
| 7. <a href="#">Resolution to exclude the public</a>  |               |                   | 38   |
| Recommendations:<br>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. |               |                   |      |

Closed agenda

|      |   |                                 |                   |    |
|------|---|---------------------------------|-------------------|----|
| 8.   | Administration (closed)   | Sue McCormack                   | 09:50 AM-09:55 AM | 41 |
| 8.1  | Minutes of the closed portion of the meeting held 11 April 2024                               |                                 |                   |    |
| 8.2  | <a href="#">Ngā mahi hei   Actions</a>  |                                 |                   | 41 |
|      | Recommendation: That Council note the pending actions.  |                                 |                   |    |
| 9.   | Regular reporting   |                                 |                   | 43 |
| 9.1  | <a href="#">Chief Executive's closed report</a>   | Gus Gilmore                     | 09:55 AM-10:45 AM | 43 |
| 9.2  | <a href="#">Wellbeing and safety report</a>   | Keri-Anne Tane and Garth Gulley | 10:45 AM-11:00 AM | 47 |
|      | Morning tea   |                                 | 11:00 AM-11:20 AM |    |
| 10.  | Risk and compliance   |                                 | 11:20 AM-11:50 AM | 51 |
| 10.1 | 2023 Annual Report  | Michelle Tierney                |                   |    |
|      | Placeholder to approve the Annual Report if audit clearance is received by Wednesday          |                                 |                   |    |
| 10.2 | Risk deep dive: 2025 Operations   | Ziena Jalil and Jodie Banner    |                   |    |
| 10.3 | <a href="#">Power of attorney</a>   | Ziena Jalil                     |                   | 51 |
| 10.4 | <a href="#">UCOL deed of lease 30 Queen St</a>  | Michelle Tierney                |                   | 59 |
| 11.  | Reports from and relating to Committees   |                                 |                   | 61 |
| 11.1 | Report from Interim Maori Advisory Committee held 19 April 2024                               | Teorongonui Keelan              | 11:50 AM-11:55 AM |    |
| 11.2 | Verbal update on Interim Learner Advisory Committee meeting held 6 May 2024                   | Jordan Gush                     | 11:55 AM-12:00 PM |    |
| 11.3 | Report from Finance Risk and Audit Committee meeting held 26 April 2024                       | Jeremy Morley                   | 12:00 PM-12:20 PM |    |
| 11.4 | <a href="#">Report from closed portion of Te Poari Akoranga held 29 April 2024</a>            | Deborah Young                   | 12:20 PM-12:25 PM | 61 |
| 11.5 | Report from extraordinary e-meeting of Appointment and Remuneration Committee held 3 May 2024 | Bill Moran                      | 12:25 PM-12:30 PM |    |
| 12.  | Inwards correspondence (confidential)   |                                 |                   |    |
|      | There is no confidential inwards correspondence to note                                       |                                 |                   |    |

- |      |  |    |
|------|--|----|
| 13.  | Outwards correspondence (confidential)   | 62 |
|      | There is no confidential outwards correspondence to note   |    |
| 13.1 | <a href="#">Letter to the Minister for Tertiary Education and Skills 19 April 2024 re Te Pūkenga Manaaki Fund – Council intentions</a> | 62 |
| 14.  | He take atu anō   Any other business (confidential)  |    |
|      | <a href="#">Karakia whakakapi</a>  | 65 |

Meeting to be followed by a Disestablishment Workshop at 1pm

Next meeting date: Thursday 11 July 2024

# 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 kawe 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                       |
| Jordan Gush                        | 4 October 2021   | The earlier of either:<br>i. the election of the Learner Advisory Committee, due to take place in March/April 2024; or<br>ii. 31 May 2024. | Interim Learner Committee nomination        |
| Dr Teorongonui Josie Keelan        | 2 November 2021  | 31 December 2024   | Interim Māori Advisory Committee nomination |
| Heath Sawyer                       | 4 October 2021   | 31 December 2024   | Interim Staff Committee nomination          |
| Tagaloatele Peggy Fairbairn-Dunlop | 1 April 2021     | 31 March 2025  | Minister of Education                       |
| Jeremy Morley                      | 1 September 2022 | 31 August 2025   | Minister of Education                       |
| Sam Huggard                        | 1 April 2020     | 31 March 2026  | Minister of Education                       |
| Bill Moran                         | 1 April 2023     | 31 March 2027  | Minister of Education                       |

## 2024 Schedule of Te Pūkenga Council and Committee meetings

As at 26 April 2024

### Council – confirmed dates

| Month     | Date | Day   | Meeting | Activity                                      | Venue        |
|-----------|------|-------|---------|---|--------------|
| February  | 8    | Thurs | Council | Ordinary meeting                              | Wellington   |
| March     | 14   | Thurs | Council | Ordinary meeting                              | Auckland     |
| April     | 11   | Thurs | Council | Ordinary meeting                              | Online       |
| May       | 9    | Thurs | Council | Ordinary meeting<br>Disestablishment workshop | Wellington   |
| July      | 11   | Thurs | Council | Ordinary meeting                              | Online       |
| August    | 15   | Thurs | Council | Ordinary meeting                              | Auckland     |
| September | 12   | Thurs | Council | Ordinary meeting                              | Christchurch |
| October   | 10   | Thurs | Council | Ordinary meeting                              | Auckland     |
|           | 11   | Fri   | Council | Disestablishment workshop                     | Auckland     |
| November  | 7    | Thurs | Council | Ordinary meeting                              | Online       |
| December  | 12   | Thurs | Council | Ordinary meeting                              | Auckland     |

## Committees

### Finance Risk and Audit Committee – confirmed dates

| Name                          | Role                 | Meeting dates                    | Venue            |
|-------------------------------|----------------------|----------------------------------|------------------|
| 1. Jeremy Morley              | Chair                | <del>Wednesday 31 January</del>  | MIT Ōtara        |
| 2. Bill Moran                 | Member               | <del>Wednesday 14 February</del> | Online           |
| 3. Josie Keelan               | Member               | <del>Wednesday 28 February</del> | Online           |
| 4. John Brockies              | Independent member   | <del>Wednesday 27 March</del>    | MITO, Wellington |
| 5. Sue McCormack              | Ex-officio member    | <del>Friday 26 April</del>       | Online           |
| Caroline Seelig and Tony Gray | Independent advisors | Monday 27 May                    | Auckland         |
|                               |                      | Monday 1 July                    | TBC              |
|                               |                      | Friday 26 July                   | TBC              |
|                               |                      | Friday 9 August                  | Placeholder      |
|                               |                      | Friday 30 August                 | TBC              |
|                               |                      | Friday 27 September              | TBC              |
|                               |                      | Friday 25 October                | TBC              |
|                               |                      | Friday 29 November               | TBC              |

### Appointment and Remuneration Committee - confirmed dates

| Name             | Role              | Meeting dates                   | Venue  |
|------------------|-------------------|---------------------------------|--------|
| 1. Bill Moran    | Chair             | <del>Wednesday 17 January</del> | Online |
| 2. Sam Huggard   | Member            | <del>Monday 18 March</del>      | Online |
| 3. Sue McCormack | Ex-officio member | Thursday 18 July                | Online |
|                  |                   | Monday 18 November              | Online |



Health, Safety and Wellbeing Committee - confirmed dates

| Name                      | Role              | Meeting dates                  | Venue |
|---------------------------|-------------------|--------------------------------|-------|
| 1. Sam Huggard            | Chair             | <del>Thursday 1 February</del> |       |
| 2. Peggy Fairbairn-Dunlop | Member            | <del>Monday 25 March</del>     |       |
| 3. Josie Keelan           | Member            | Thursday 27 June               |       |
| 4. Heath Sawyer           | Member            | Monday 2 September             |       |
| 5. Jordan Gush            | Member            | Monday 2 December              |       |
| 6. Sue McCormack          | Ex-officio member |                                |       |



## Working Groups

### Disestablishment Working Group

| Name               | Role                | Meeting dates       | Venue    |
|--------------------|---------------------|---------------------|----------|
| 1. Jeremy Morley   | Chair               | Tuesday 12 March    | Online   |
| 2. Sue McCormack   | Ex-officio member   | Tuesday 9 April     | Online   |
| 3. Bill Moran      | Member              | Monday 27 May       | Auckland |
| 4. Caroline Seelig | Independent advisor | Monday 1 July       | TBC      |
| 5. Tony Gray       | Independent advisor | Friday 26 July      | TBC      |
|                    |                     | Friday 30 August    | TBC      |
|                    |                     | Friday 27 September | TBC      |
|                    |                     | Friday 25 October   | TBC      |
|                    |                     | Friday 29 November  | TBC      |

### Specialist Advisor Group

| Name               | Role   | Meeting dates           | Venue            |
|--------------------|--------|-------------------------|------------------|
| 1. Caroline Seelig | Chair  | Monday 12 February      | MITO, Wellington |
| 2. Tony Gray       | Chair  | Monday 26 February      | MIT, Auckland    |
| 3. Tim Ward        | Member | Friday 8 March          | Online           |
| 4. Chris Collins   | Member | Monday 11 March         | MITO, Wellington |
| 5. Jim Mather      | Member | Thursday 21 March       | Online           |
| 6. Sharon Shea     | Member | Monday 25 March         | MITO, Wellington |
| 7. Bruce Robertson | Member | Monday 8 April          | Unitec, Auckland |
|                    |        | Mon 15 and Tue 16 April | Wellington       |
|                    |        | Thursday 18 April       | Nelson           |
|                    |        | Friday 19 April         | Online           |



| Name | Role | Meeting dates    | Venue            |
|------|------|------------------|------------------|
|      |      | Monday 22 April  | Online           |
|      |      | Tuesday 23 April | MITO, Wellington |
|      |      | Friday 3 May     | MITO, Wellington |
|      |      | Friday 6 May     | Online           |
|      |      | Monday 13 May    | Wellington       |
|      |      | Tuesday 14 May   | TBC              |
|      |      | Monday 20 May    | TBC              |

## Advisory Committees

### Advisory Committee Co-Chairs hui

| Name             | Role                  | Meeting dates      | Venue |
|------------------|-----------------------|--------------------|-------|
| Sue McCormack    | Council Acting Chair  | Friday 23 February | Teams |
| Gus Gilmore      | Chief Executive       | Wednesday 17 April | Teams |
| Jordan Gush      | ILAC Co-Chair         |                    |       |
| Dahrian Watene   | ILAC Co-Chair         |                    |       |
| Heath Sawyer     | IKAC Co-Chair         |                    |       |
| Warwick Shillito | IKAC Co-Chair         |                    |       |
| Josie Keelan     | Komiti Māori Co-Chair |                    |       |
| Bentham Ohia     | Komiti Māori Co-Chair |                    |       |

### Interim Learner Advisory Committee (ILAC)

| Name                 | Role     | Meeting dates | Venue  |
|----------------------|----------|---------------|--------|
| 1. Jordan Gush       | Co-Chair | Monday 6 May  | Online |
| 2. Dahrian Watene    | Co-Chair |               |        |
| 3. Henry Geary       | Member   |               |        |
| 4. Nina Lee Griffith | Member   |               |        |
| 5. Ihongaro          | Member   |               |        |
| 6. Skylar Flower     | Member   |               |        |
| 7. Cecily Zhou       | Member   |               |        |



Interim Kaimahi Advisory Committee (IKAC)

| Name                  | Role     | Meeting dates      | Venue  |
|-----------------------|----------|--------------------|--------|
| 1. Heath Sawyer       | Co-Chair | Wednesday 20 March | Online |
| 2. Warwick Shillito   | Co-Chair | Monday 22 April    | Online |
| 3. Ali Bahmad         | Member   |                    |        |
| 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 19 April | Tamaki Makaurau |
| 2. Bentham Ohia             | Co-Chair            | Monday 6 May    | Online          |
| 3. Dahrian Watene           | ILAC representative |                 |                 |
| 4. Glenda Taitua            | Member              |                 |                 |
| 5. Jasmine Te Hira          | Member              |                 |                 |

## Te Poari Akoranga

| Name                  | Role  | Meeting date        | Venue |
|-----------------------|---|---------------------|-------|
| 1. Kieran Hewitson    | Co-Chair (Delegate for DCE Ako Delivery)                                | Friday 1 March      | Teams |
| 2. Deborah Young      | Co-Chair (Ako Excellence Director)                                      | Thursday 28 March   | Teams |
| 3. Gus Gilmore        | Member (Chief Executive)  | Monday 29 April     | Teams |
| 4. Paora Ammunson     | Member (DCE Te Tiriti Outcomes)   | Friday 24 May       | Teams |
| 5. Fiona Moyer        | Member (Co-Chair Te Ohu Whakahaere Academic Quality)                    | Tuesday 18 June     | Teams |
| 6. Glynnis Brook      | Member (Co-Chair Te Ohu Whakahaere Appeals)                             | Friday 26 July      | Teams |
| 7. Diane Lithgow      | Member (Co-Chair Te Ohu Whakahaere Approvals)                           | Friday 30 August    | Teams |
| 8. Fiona Beals        | Member (Co-Chair Te Ohu Whakahaere Rangahau, Research and Postgraduate) | Friday 27 September | Teams |
| 9. Henry Geary        | Member (Learner nominated by Interim Learner Advisory Committee)        | Friday 25 October   | Teams |
| 10. Doug Pouwhare     | Member (Co-opted)   | Friday 29 November  | Teams |
| 11. Martin Carroll    | Member (Rohe 1 business division Academic Committee Chair)              |                     |       |
| 12. Te Urikore Biddle | Member (Rohe 2 business division Academic Committee Chair)              |                     |       |
| 13. Nita Hutchinson   | Member (Rohe 3 business division Academic Committee Chair)              |                     |       |
| 14. Scott Klenner     | Member (Rohe 4 business division Academic Committee Chair)              |                     |       |
| 15. Vacant            | Member (Kaimahi Māori nominated by Komiti Māori)                        |                     |       |
| 16. Vacant            | Member (Ākonga Māori nominated by Komiti Māori)                         |                     |       |

Te Pūkenga Council 9 May 2024 ordinary meeting - Administration (open)

Te Pūkenga  
Annual Governance Work Plan master

| Frequency  | Financial Year 2024 |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
|--|---------------------|----------------------|-------------------------|------------------------|----------------------|------------------|------------------------------|--|-----------------------------|--------------------------------|---------------------|----------------------|
|  | January             | February             | March                   | April                  | May                  | June             | July                         | August                                   | September                   | October                        | November            | December             |
| <b>Council</b>   |                     |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Monthly  |                     |                      |                         | Thu 11 Apr             | Thursday 9 May       |                  | Thursday 11 July             | Thursday 15 August                       | Thursday 12 September       | Thursday 10 October            | Thursday 7 November | Thursday 12 December |
| Chief Executive's report   |                     | x                    | x                       |                        |                      |                  | x                            |  |                             |                                |                     | x                    |
| Wellbeing and Safety report  |                     | x                    | x                       |                        |                      |                  | x                            |  | x                           | x                              |                     | x                    |
| Disestablishment update  |                     | x                    | x                       |                        |                      |                  | x                            |  | x                           | x                              |                     | x                    |
| Quarterly Report to TIC - approval will need to be delegated Jan Jul and Oct                   |                     | Noting               | Noting                  |                        |                      |                  | Noting                       |  |                             |                                | Noting              |                      |
| Te Pōari Akoranga Terms of Reference   |                     | x                    |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Annual report  |                     |                      |                         |                        | x                    |                  |                              |  |                             |                                |                     |                      |
|  |                     |                      |                         |                        | 2025 Operations      |                  | Te Tiriti o Waitangi         | Digital infrastructure and cybersecurity | Health safety and wellbeing | Academic portfolio and quality |                     |                      |
| Risk deep dives  |                     |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Investment plan  |                     |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| 2025 meeting dates (if required)   |                     |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Te Tiriti Monitoring   |                     |                      |                         |                        |                      |                  | x                            |  |                             |                                |                     | x                    |
| 2025 workplan (if required)  |                     |                      |                         |                        |                      |                  |                              | x  |                             |                                |                     |                      |
| Statement of Performance Expectations (if required)  |                     |                      |                         |                        |                      |                  |                              |  |                             | x                              |                     |                      |
| Council 360 review   |                     |                      |                         |                        |                      |                  |                              |  |                             |                                | x                   |                      |
| Any essential policies required in next 12-18 months   |                     |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Briefing to Incoming Minister - not required in 2024 unless change of Minister                 |                     |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Disestablishment workshop  |                     |                      |                         |                        | Thursday 9 May       |                  |                              |  |                             | Friday 11 October              |                     |                      |
|  |                     | Wednesday 31 January | Wed 14 Feb / Wed 28 Feb | Wednesday 27 March     | Friday 26 April      | Monday 27 May    | Mon 1 Jul (TBC) / Fri 26 Jul | Fri 9 Aug (TBC) / Fri 30 Aug             | Friday 27 September         | Friday 25 October              | Friday 29 November  |                      |
| <b>Finance Risk and Audit</b>  |                     |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Monthly financial report   |                     | x                    | x                       | x                      | x                    | x                | x                            | x  | x                           | x                              | x                   | x                    |
| Major property projects report   |                     | x                    | x                       | x                      | x                    | x                | x                            | x  | x                           | x                              | x                   | x                    |
| High priority building programme update  |                     | x                    | x                       | x                      | x                    | x                | x                            | x  | x                           | x                              | x                   | x                    |
| Disestablishment update  |                     | x                    | x                       | x                      | x                    | x                | x                            | x  | x                           | x                              | x                   | x                    |
| FMIS/EPM project update  |                     | x                    | x                       | x                      | x                    | x                | x                            | x  | x                           | x                              | x                   | x                    |
| Treasury report  |                     | x                    | x                       | x                      | x                    | x                | x                            | x  | x                           | x                              | x                   | x                    |
| Financial strategy and planning  | As required         | Financial plan       |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Crown financial statements   | Annual              | Fee approval         |                         |                        |                      |                  |                              | Declaration                              |                             | Budget 2025                    |                     |                      |
| Annual report incl. financial statements, letter of representation, & going concern assessment | Annual              | Plan                 |                         | Approval               |                      |                  |                              |  |                             |                                |                     |                      |
| Status of external audit recommendations   |                     | x                    |                         |                        |                      |                  | x                            |  |                             | x                              |                     |                      |
| Contentious legal matters  | Quarterly           | x                    |                         |                        |                      | x                |                              | x  |                             | x                              |                     |                      |
| Legislative compliance   | Annual              | x                    |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Delegations policy and register  | As required         | x                    |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Risk report  | Quarterly           | x                    |                         |                        |                      | x                |                              | x  |                             | x                              |                     |                      |
| Property and lease strategy and plan   | Monthly             |                      | x                       |                        |                      | x                |                              | x  |                             | x                              |                     |                      |
| Status of 2024 Audit and Assurance Plan  | Quarterly           |                      | x                       |                        |                      | x                |                              | x  |                             | x                              |                     |                      |
| 2023 internal audit reports  | Annual              |                      | x                       |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Policy approval  | As required         |                      | Conflicts of interest   |                        |                      |                  | Risk & Assurance (TBC)       |  |                             | Treasury                       |                     |                      |
| Financial approvals  | As required         |                      |                         |                        | 5-year capital plans |                  | Fees                         |  |                             | Insurance                      |                     |                      |
| Status of internal audit and assurance recommendations   | Quarterly           |                      |                         |                        | x                    |                  | x                            |  |                             | x                              |                     |                      |
| Risk management framework  | Annual              |                      |                         |                        | TBC                  |                  |                              |  |                             |                                |                     |                      |
| Budget assumptions review  | Annual              |                      |                         |                        |                      |                  |                              | x  |                             |                                |                     |                      |
| 2025 meeting dates and workplan (if required)  | Annual              |                      |                         |                        |                      |                  |                              | Mtg dates                                |                             |                                | Workplan            |                      |
| 2025 external audit and engagement letter (if required)  | Annual              |                      |                         |                        |                      |                  |                              |  |                             | x                              |                     |                      |
| Pre-year-end review of issues and assumptions  | Annual              |                      |                         |                        |                      |                  |                              |  |                             | x                              |                     |                      |
| 2025 internal audit plan (if required)   | Annual              |                      |                         |                        |                      |                  |                              |  |                             | x                              |                     |                      |
| FRAC self review and Terms of Reference  | Annual              |                      |                         |                        |                      |                  |                              |  |                             |                                | x                   |                      |
| Appointment and Remuneration   | Six-monthly         | Wednesday 17 January |                         | Monday 18 March        |                      |                  | Thursday 18 July             |  |                             |                                | Date TBC November   |                      |
| Chief Executive appointment  | One-off             | x                    |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Chief Executive performance review   | Six-monthly         | x                    |                         |                        |                      |                  | x                            |  |                             |                                | x                   |                      |
| Chief Executive KPIs   | Annual              |                      | x                       |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Subsidiary AGMs  | Annual              |                      | x                       |                        |                      |                  |                              |  |                             |                                |                     |                      |
| RemCo self review and Terms of Reference   | Annual              |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| 2025 meeting dates and workplan (if required)  | Annual              |                      |                         |                        |                      |                  |                              |  |                             |                                | x                   |                      |
| <b>Health Safety and Wellbeing</b>   | Quarterly           |                      | Thursday 1 February     | Monday 25 March        |                      | Thursday 27 June |                              | Monday 2 September                       |                             | Kaimahi workloads              |                     | Monday 2 December    |
| Deep dives (topics TBC by the Committee)   | Quarterly           |                      | x                       | x                      |                      | x                |                              |  |                             |                                |                     | x                    |
| Wellbeing and safety policy  | Annual              |                      |                         | x                      |                      |                  |                              |  |                             |                                |                     |                      |
| Statements of commitment to wellbeing and safety   | Annual              |                      |                         | x                      |                      |                  |                              |  |                             |                                |                     |                      |
| Wellbeing and safety annual report   | Annual              |                      |                         |                        |                      | x                |                              |  |                             |                                |                     |                      |
| Officer engagement plan  | Annual              |                      |                         |                        |                      | x                |                              |  |                             |                                |                     |                      |
| Pastoral code self report  | Annual              |                      |                         |                        |                      | x                |                              |  |                             |                                |                     |                      |
| Report on online safety for Akoranga due to increase in online delivery                        | One-off             |                      |                         |                        |                      | x                |                              |  |                             |                                |                     |                      |
| HSW self review and Terms of Reference   | Annual              |                      | x                       |                        |                      | x                |                              | x  |                             |                                |                     |                      |
| 2025 meeting dates and workplan  | Annual              |                      |                         |                        |                      |                  |                              |  |                             | x                              |                     |                      |
| Officer self-review of duty to exercise due diligence  | Annual              |                      |                         |                        |                      |                  |                              | Plan report                              |                             |                                |                     | Report               |
| Kaimahi wellbeing indicators   | Annual              |                      |                         |                        |                      | discussion       |                              |  |                             |                                |                     | x                    |
| Akoranga pastoral code framework - not required in 2024  | Biennially          |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Pastoral care policy - not required in 2024  | Biennially          |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| <b>Te Pōari Akoranga</b>   | Monthly             |                      |                         | Fri 1 Mar / Thu 28 Mar | Monday 29 April      | Friday 24 May    | Tuesday 18 June              | Fri 26 Jul                               | Friday 30 August            | Friday 27 September            | Friday 25 October   | Friday 29 November   |
| Te Pōari Akoranga self-assessment  | Annual              |                      |                         | 2023                   |                      |                  |                              |  |                             |                                |                     | 2024                 |
| Terms of Reference   | Annual              |                      |                         | 1-Mar                  |                      |                  |                              |  |                             |                                |                     |                      |
| 2024 workplan for Te Pōari Akoranga and ngā ohi whakahaere                                     | Annual              |                      |                         | 1-Mar                  |                      |                  |                              |  |                             |                                |                     |                      |
| Ngā ohi whakahaere Terms of Reference  | Annual              |                      |                         | 28-Mar                 |                      |                  |                              |  |                             |                                |                     |                      |
| Academic delegations register  | One-off             |                      |                         |                        | x                    | x                |                              |  |                             |                                |                     |                      |
| Reporting template for Regional Academic Committees  | One-off             |                      |                         |                        | x                    |                  |                              |  |                             |                                |                     |                      |
| Pastoral code self-report  | Annual              |                      |                         |                        |                      |                  | x                            |  |                             |                                |                     |                      |
| Unified programme final approvals  | One-off             |                      |                         |                        |                      |                  | x                            |  |                             |                                |                     |                      |
| 2025 meeting dates and workplan (if required)  | Annual              |                      |                         |                        |                      |                  |                              | Mtg dates                                |                             |                                | Workplan            |                      |
| Academic risk  | One-off             |                      |                         |                        |                      |                  |                              |  | x                           |                                |                     |                      |
| Ngā ohi whakahaere self-assessment reports for 2024  | Annual              |                      |                         |                        |                      |                  |                              |  |                             |                                | x                   |                      |
| <b>Advisory Committees</b>   | Quarterly           |                      |                         | Wed 20 Mar             | 22-Apr               | Mon 6 May        |                              |  |                             |                                |                     |                      |
| Specialist Advisor Group meeting   | One-off             |                      |                         |                        | IKAC                 |                  |                              |  |                             |                                |                     |                      |
| Te Pōari Akoranga nominations  | One-off             |                      |                         | IKAC                   |                      |                  |                              |  |                             |                                |                     |                      |
| Workshop on workplan   | One-off             |                      |                         | IKAC                   |                      |                  |                              |  |                             |                                |                     |                      |
| Investment plan  | Annual              |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Fee setting (including student levy)   | Annual              |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Pastoral code self report  | Annual              |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Kaimahi wellbeing indicators   | Annual              |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Statement of Performance Expectations (if required)  | Annual              |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Council 360 review   | Biennially          |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Committee self-review and Terms of Reference (if required)                                     | Annual              |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Seismic Assessments for Te Pūkenga marae and Māori hubs  | Annual              |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |
| Review Kaiti Policy  | Annual              |                      |                         |                        |                      |                  |                              |  |                             |                                |                     |                      |



# Te Pūkenga Council Register of Interests

As at 9 April 2024

| Name   | Interest   | Nature of Interest                |
|--|--|-----------------------------------|
| <b>Sue McCormack</b><br>Acting Chair                   | Kiwirail   | Deputy Chair                      |
|  | Canterbury Earthquakes Insurance Tribunal                        | Judicial Officer                  |
|  | University of Canterbury   | Past Chancellor                   |
|  | Dress for Success  | Honorary solicitor                |
| <b>Heath Sawyer</b><br>Member                          | Te Pūkenga staff member  | Employee                          |
| <b>Jordan Gush</b><br>Member                           | Peseta Sam Lotu-liga, Executive Director Ako Delivery Te Pūkenga | Uncle                             |
|  | Plumbers and Gasfitters Board                                    | Mother is a member                |
| <b>Teorongonui Josie Keelan</b><br>Member              | Te Pūkenga: Unitec   | Supervisor                        |
| <b>Tagaloatele Dr Peggy Fairbairn-Dunlop</b><br>Member | UNESCO   | Social Science Commissioner       |
|  | Vinepa Trust   | Patron, Board Member              |
|  | Pacific Talk about Education and Learning PLD Pilot              | Member of Consulting Team         |
| <b>Jeremy Morley</b><br>Member                         | Wellington Free Ambulance  | Contractor                        |
|  | Te Kupenga – Catholic Leadership Institute (A registered PTE)    | Contractor                        |
|  | Racing New Zealand   | Director                          |
|  | Warwick Trust  | Settlor, Trustee, and Beneficiary |
|  | Wellington Over 60s Cricket                                      | Treasurer                         |
|  | Wellington Bridge Club Inc                                       | Honorary Auditor                  |

|                              |   |                                  |
|------------------------------|---|----------------------------------|
|                              | Caritas NZ Inc                                | Financial and Commercial Advisor |
| <b>Sam Huggard</b><br>Member | Ministerial Strategic Advisory Group on Trade | Member                           |
|                              | New Zealand Educational Institute Te Riu Roa  | Employee                         |
| <b>Bill Moran</b><br>Member  | High Performance Sport New Zealand            | Director                         |
|                              | WorkSafe NZ                                   | Deputy Chair                     |
|                              | Southern Generation LP                        | Chair                            |
|                              | Pioneer Energy                                | Director                         |
|                              | Chamber Music at the World's Edge Trust USA   | Chair                            |
|                              | Youthtown Inc                                 | Trustee                          |
|                              | Youthtown Foundation                          | Trustee                          |
|                              | Parliamentary Education Trust                 | Trustee                          |
|                              | Iti Kōpara Charitable Trust                   | Trustee                          |
|                              | Hoops and Life Awhi Trust                     | Trustee                          |
| Sport New Zealand            | Director                                      |                                  |





## Minutes for Te Pūkenga Council 11 April 2024 ordinary meeting

11/04/2024 | 12:30 PM - Auckland, Wellington New Zealand Standard Time

Microsoft Teams

### Attendees (6)

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

In attendance: Gus Gilmore (Chief Executive), Rebecca Donne (Governance Director - minutes), ELT (as required), Kieran Hewitson (Co-Chair Te Poari Akoranga, item 3.1 and 10.5), Clarke Raymond (Director Strategy and Performance, item 9.1), Jodie Banner (Director Risk and Assurance, item 9.2)

### Karakia timatanga

Meeting opened at 12.33pm with karakia delivered by all.

### Open Agenda

#### 1. Welcome/apologies/notices

Apologies were received from Teorongonui Keelan and Heath Sawyer.

#### 2. Administration (open)

##### 2.1 Council membership and schedule of committees

Council noted the membership terms and the schedule of meetings for 2024 and that this is subject to change as required to ensure that Te Pūkenga is responding to the letter of expectations. The Chief Executive proposed that the May meeting and workshop be condensed into one day, and the lead Specialist Advisors and potentially the TEC be asked to join for the workshop.

**ACTION: Invite TEC to disestablishment workshop (Assignee(s): Gus Gilmore; Due Date: 26/04/2024)**

##### 2.2 Register of interests

No members declared any agenda items where a conflict arises between their role as a Te Pūkenga Council member and any private or other external interest they may have.

### 2.3 Minutes (draft) of the meeting held 14 March 2024 (ordinary meeting)

There were no matters arising from the open minutes.

**RESOLVED (S. Huggard/B. Moran)**

*That the Council approve the minutes of Te Pūkenga Council open meeting held on 14 March 2024 as a true and correct record.*

**CARRIED**

### 3. Reports from Committees

#### 3.1 Report from open portion of Te Poari Akoranga held 28 March 2024

Kieran Hewitson, Co-Chair of Te Poari Akoranga provided an update on the first hui of Te Poari Akoranga with new members on board and advised Council that the membership of Te Poari and Ngā Ohu Whakahaere is changing as people move in and out of roles. Where possible Te Poari are extending membership for continuity. She advised Council that as disestablishment continues, Te Poari will need to consider how to provide assurance to Council on academic matters.

**RESOLVED (J. Gush/B. Moran)**

*That Te Pūkenga Council:*

- 1. Receive the report titled '28 March 2024 Te Poari Akoranga hui open portion';*
- 2. Note that Te Poari Akoranga approved the appointment of Jamie Smiler, Director Rangahau and Research to Te Ohu Whakahaere Rangahau, Research and Postgraduate as per the ohu's updated terms of reference;*
- 3. Note that Te Poari Akoranga approved revised terms of reference for ngā Ohu Whakahaere Academic Quality, and Rangahau, Research and Postgraduate;*
- 4. Note that Te Poari Akoranga approved extending the term for ohu whakahaere members whose membership was due to expire in the coming few months for one year, or until Te Pūkenga is disestablished (whichever occurs first);*
- 5. Note that under its delegation from Te Pūkenga Council on 8 February 2024 to appoint one Chair (or delegate) of a business division Academic Committee from each Rohe | Region, Te Poari Akoranga have appointed the following members: • Martin Carroll (Rohe 1) • Te Urikore Biddle (Rohe 2) • Nita Hutchingson (Rohe 3) And that one further appointment to Te Poari Akoranga is yet to be made for Rohe 4;*
- 6. Note the approval by Te Ohu Whakahaere Quality, of Te Pūkenga Moderation: 'Which resources do you need?'; and*
- 7. Note that Te Ohu Whakahaere Approvals approved for submission to the NZQA, the following programmes: • 4225 New Zealand Certificate in Coachbuilding Level 3 • New Zealand Apprenticeship (Complex) in Coachbuilding (Level 3-4) • New Zealand Diploma in Veterinary Nursing Level 6*

**CARRIED**

#### 4. Correspondence

##### 4.1 Letter from Minister for Tertiary Education and Skills 27 March 2024 re Establishment of a University Advisory Group

Te Pūkenga Council noted the letter from the Minister for Tertiary Education and Skills on 27 March 2024 re Establishment of a University Advisory Group.

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

##### **RESOLVED (J. Morley/S. Huggard)**

*That Te Pūkenga Council:*

1. *Resolve to discuss the response to questions from the Minister about the Manaaki Fund under ‘Any other business’ on the public excluded agenda;*
2. *Note that this late item was not on the agenda because it was not received before the agenda was published;*
3. *Note that the late item cannot be delayed until a subsequent meeting because a response from Te Pūkenga Council is required next week; and*
4. *Note that under the Local Government Official Information and Meetings Act, no resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting of the local authority for further discussion.*

**CARRIED**

#### 6. Resolution to exclude the public

##### **RESOLVED (J. Morley/J. Gush)**

*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)                                     |
|------|---|--|
| 7.   | Administration  |  |
| 7.1  | Minutes of the closed portion of the meeting held 8 February 2024 | Section 9(2)(a) OIA<br>Section 9(2)(g)(ii) OIA |
| 7.2  | Ngā mahi hei   Actions  | Section 9(2)(g)(ii) OIA                        |
| 8.   | Regular reporting   |  |

| Item | General subject of each matter to be considered  | Section(s)   |
|------|--|--|
| 8.1  | Disestablishment progress update   | Section 9(2)(g)(ii) OIA  |
| 9.   | <b>Risk and compliance</b>   |  |
| 9.1  | 2023 draft Annual Report for feedback  | Section 9(2)(b)(ii) OIA<br>Section 9(2)(g)(ii) OIA<br>Section 9(2)(i) OIA  |
| 9.2  | Risk deep dives  | Section 9(2)(b)(ii) OIA<br>Section 9(2)(g)(ii) OIA   |
| 10.  | <b>Reports from and relating to Committees</b>   |  |
| 10.1 | Report from Appointment and Remuneration Committee meeting held 18 March 2024              | Section 9(2)(a) OIA<br>Section 9(2)(b)(ii) OIA<br>Section 9(2)(g)(ii) OIA<br>Section 9(2)(i) OIA   |
| 10.2 | Report from Interim Kaimahi Advisory Committee meeting held 20 March 2024                  | Section 9(2)(g)(ii) OIA  |
| 10.3 | Report from Health Safety and Wellbeing Committee held 25 March 2024                       | Section 9(2)(g)(ii) OIA  |
| 10.4 | Reports from closed portion of Finance Risk and Audit Committee meeting held 27 March 2024 | Section 9(2)(g)(ii) OIA<br>Section 9(2)(h) OIA<br>Section 9(2)(i) OIA<br>Section 9(2)(j) OIA   |
| 10.5 | Report from closed portion of Te Poari Akoranga held 28 March 2024                         | Section 9(2)(a) OIA<br>Section 9(2)(g)(ii) OIA   |
| 13.  | <b>He take atu anō   Any other business</b>  | Section 9(2)(a) OIA<br>Section 9(2)(b)(ii) OIA<br>Section 9(2)(g)(ii) OIA<br>Section 9(2)(h) OIA<br>Section 9(2)(i) OIA<br>Section 9(2)(j) OIA |

#### 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                 | Interest  |
|-------------------------|---|
| 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). |

*And that certain employees from Te Pūkenga be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items namely:*

- *Ziena Jalil*
- *Clarke Raymond*
- *Jodie Banner*
- *Kieran Hewitson*

*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 meeting closed at 2.24pm.

# Pūrongo Kaunihera a Te Pūkenga | Council Report

9 May 2024

|                    |   |
|--------------------|---|
| <b>Title</b>       | <b>Chief Executive's Report to Council – Open Session</b> |
| <b>Provided by</b> | Gus Gilmore, Tumuaki   Chief Executive                    |
| <b>For</b>         | Information   |

## Te Taunaki | Recommendation(s)

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

|    |   |
|----|---|
| a. | Receive the report titled 'Chief Executive's Report to Council – Open Session'; and |
| b. | Note the update on key activities during the reporting period.                      |

## Kōrero Whakapōpoto | Executive Summary

1. A key focus for the period has been progressing the National Office review with affected kaimahi (staff). Three of our Deputy Chief Executives (DCEs) will be leaving Te Pūkenga between 30 April and mid-June 2024. I will not be replacing departing DCEs as we are devolving some of their functions to business divisions.
2. Continued uncertainty of the future vocational education system and structure creates resourcing risks across the network. While we are reviewing the National Office, retention of remaining staff will become increasingly difficult. We will likely have to run a transitional structure for longer than originally expected.
3. Increasing enrolments (domestic and international) at regional business divisions is promising but decreasing enrolments in work-based learning is a sign of the current softening labour market and employers' investment decisions in the current environment.

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

### Media and communications

#### *Increased media interest*

4. Media interest has increased in the past weeks. This includes interest in ākonga enrolment numbers, and journalists also seem to be getting ready for publication of our annual report (expected by the end of May 2024).

#### *Proactive release of official information*

5. In line with our [official information policy](#), we are proactively releasing Official Information Act (OIA) requests on our website. These are predominately OIA requests made about



establishment and disestablishment activities. Copies of our published responses can be found on our website here: [Media | Te Pūkenga – New Zealand Institute of Skills and Technology](#)

## **Enrolments**

### ***Regional business divisions***

6. As at 5 April 2024 we continue to see an increase in our domestic equivalent full-time students (EFTS) of 5.6% compared to the same time last year. While the number of learners enrolled is slightly lower in 2024 (compared to 2023), the increase in the number of enrolled EFTS indicates that learners are undertaking a greater level of study.

### ***Work-based learning (WBL) divisions***

7. Enrolments have reduced for our WBL divisions as at 5 April 2024 compared to the same time last year. Given the current softening labour market, this decrease is unsurprising as employers are less likely to invest in training for their employees and must make difficult decisions about where to save costs in their organisations.

### ***International learners***

8. Despite the delays in visa processing and need for improvement in quality of applications, we continue to track strongly with our international enrolments. As at 5 April 2024, we have seen a 44% increase in the number of international EFTS compared to the same time last year.
9. In 2023, we enrolled 5,200 international EFTS totalling approximately \$94 million (average \$18,000 / EFTS). In 2024, we are forecasting around 6,500 EFTS totalling about \$136 million (average \$21,000 / EFTS). This compares to a budget of 5,434 EFTS.

## **Progressing disestablishment**

### ***National Office review and executive leadership changes***

10. In the week of 8 April, I initiated a review of Te Pūkenga National Office. Consultation is in the final stages.
11. We will need to balance our approach of reducing National Office costs with ensuring we have sufficient capability and capacity to meet our funding compliance, legislative and Charter obligations, until such time as Te Pūkenga is disestablished and new entities have been stood up.
12. Our focus continues to be on providing stability for kaimahi across the network, as best as we can through clear direction and communications, given the increased timeframe we will likely be in transition to disestablishment. As part of this, I am making a concerted effort to visit divisions and meet with their leadership teams, addressing questions and concerns.

## **Empowering regional leadership**

### ***Delegations review***

13. We continue to regularly review functions and activities (including the delegations policy and organisational policies) occurring at National Office and where these can be further devolved to Business Divisions under the current legislative and regulatory settings, and where adjustments may be required due to structural changes at Te Pūkenga National Office.



14. The most recent change to the delegations register to reflect the departure of Andrew McSweeney from Te Pūkenga will take effect on 20 May 2024.

### **Continuing to Deliver**

#### ***Pacific Symposium***

15. The Pacific Symposium, a first-off event, was organised by Unitec and MIT business divisions and was open to Pacific Te Pūkenga staff, and staff undertaking Pacific research and community/industry partners.
16. Its main purpose was to promote Pacific networking/whanaungatanga, ensure continuity and development of Pacific staff capability in research and lift their engagement, share Pacific research interests/opportunities/projects, and to connect external agencies to Te Pūkenga Pacific staff. The symposium was attended by around 90 Te Pūkenga Pacific staff, and some external agencies, and presentations were provided by a range of internal speakers, including MBIE, Hanga-Aro-Rau, and the Pacific Cooperation Foundation.
17. There were a range of topics covered in panels and presentations, including: Pacific Region policy, Tertiary education, Pacific Workforce Development, indigenous knowledge acquisition and language revitalisations, and empowering Pacific communities.



## Pūrongo Kaunihera a Te Pūkenga | Council Report

9 May 2024

|                    |  |
|--------------------|--|
| <b>Title</b>       | 29 April 2024 Te Poari Akoranga hui - open portion |
| <b>Provided by</b> | Deborah Young, co-chair Te Poari Akoranga          |
| <b>Author</b>      | Louise Courtney, Governance Advisor                |
| <b>For</b>         | Information  |

### Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

|    |   |
|----|---|
| a. | Receive the report titled '29 April 2024 Te Poari Akoranga hui open portion';   |
| b. | Approves the amended Te Poari Akoranga Terms of Reference;  |
| c. | Note that under their delegation from Council at its 8 February 2024 hui, Te Poari Akoranga co-chairs appointed Scott Klenner as the Rohe 4 representative;   |
| d. | Note that Te Ohu Whakahaere Academic Quality approved Degree Monitoring templates be distributed as a resource across the Te Pūkenga network;   |
| e. | Note that the co-chairs of Te Ohu Whakahaere Academic Quality approved the following policies in accordance with their delegation from Te Poari Akoranga: <ul style="list-style-type: none"> <li>• Te Pūkenga Assessment Policy</li> <li>• Te Pūkenga Moderation Policy</li> <li>• Te Pūkenga Ākonga Concerns and Complaints Policy</li> <li>• Te Pūkenga Ākonga Appeals Policy</li> <li>• Te Pūkenga Continuous Quality Improvement Policy;</li> </ul>   |
| f. | Note that Te Poari approved revised Terms of Reference for Te Ohu Whakahaere Approvals and Te Ohu Whakahaere Appeals;   |
| g. | Note that Te Ohu Whakahaere Approvals approved the New Zealand Apprenticeship (Complex) in Forest Silviculture Operations (Level 4), which leads to the award of: <ul style="list-style-type: none"> <li>• 2334 New Zealand Certificate in Forestry Operations with strand in Thin to Waste (Level 3); and</li> <li>• 2330 New Zealand Certificate in Forest Industry Operations (Planning and Monitoring) with strand in Silviculture (Level 4);</li> </ul> to be submitted to the New Zealand Qualifications Authority (NZQA) for approval; and |
| h. | Note that Te Poari approved: <ul style="list-style-type: none"> <li>• the appointment of Dell Raerino as co-chair of Te Ohu Whakahaere Appeals;</li> <li>• the updated Electronic Notice of Appeal Form, an appendix to the Ākonga Appeals Policy.</li> </ul>   |

## Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 29 April 2024 online via Microsoft Teams. Kieran Hewitson and Andrew McSweeney provided apologies for the meeting.

The summary below provides an overview of some key discussions and decisions by Te Poari during the open portion.

### Academic Delegations Register

Te Poari discussed the draft Academic Delegations Register (the Register) which has been created to adhere to the requirement in its Terms of Reference to capture sub-delegations from Te Poari Akoranga to ngā ohu whakahaere and/or business division academic boards. It noted that Te Pūkenga is working towards an unknown future model and there is a need to take care not to undermine future decision-making entities. A working group was established to further develop the Register for Te Poari to consider at its May 2024 meeting.

### Te Poari Akoranga Terms of Reference

Te Poari discussed proposed amendments to its Terms of Reference (TORs). Te Poari recommend that Te Pūkenga Council approve these Terms of Reference.

Te Poari received feedback from Komiti Māori in relation to the nomination process for the vacant Māori roles and recommend to Council that these be removed from the TORs due to the short timeframe that Te Pūkenga will continue to exist, and the resourcing required to identify and endorse suitable candidates.

### Ngā Ohu Whakahaere o Te Poari Akoranga

Te Poari Akoranga received reports from ngā ohu whakahaere and approved:

- revised Terms of Reference for Te Ohu Whakahaere Approvals and Te Ohu Whakahaere Appeals;
- the appointment of Dell Raerino as co-chair of Te Ohu Whakahaere Appeals; and
- the updated Electronic Notice of Appeal Form, an appendix to the Ākongā Appeals Policy.

Te Poari also noted that:

- Te Ohu Whakahaere Academic Quality approved Degree Monitoring templates to be distributed as a resource across the Te Pūkenga network and discussed the following matters at its April hui:
  - The annual review of Te Pūkenga policies, which was delayed due to aligning the policies with the signalled disestablishment of Te Pūkenga;
  - Clear communication with the network regarding programme approval processes during the transition to disestablishment;
  - Providing assurance on unified programmes in a non-centralised model for vocational education; and
  - The diminishing capacity of quality teams within the network and need to work together to ensure a robust QMS going forward.



- Te Ohu Whakahaere Approvals approved the New Zealand Apprenticeship (Complex) in Forest Silviculture Operations (Level 4) programme to be submitted to NZQA for approval. This programme leads to the award of:
  - 2334 New Zealand Certificate in Forestry Operations with strand in Thin to Waste (Level 3); and
  - 2330 New Zealand Certificate in Forest Industry Operations (Planning and Monitoring) with strand in Silviculture (Level 4).
- Te Ohu Whakahaere Appeals discussed the following matters in the open portion of its April hui:
  - Amendments to the Ohu's TORs including continuing with a co-chair model.
  - Combining the Ākonga Concerns and Complaints Policy with the Ākonga Appeals Policy to reduce confusion for appellants when seeking the correct process for lodging an appeal.

## Ngā Tāpiritanga | Appendices

**Appendix 1:** [Te Poari Akoranga 29 April 2024 hui – open portion](#)

**Appendix 2:** Te Poari Akoranga Terms of Reference



# Te Pūkenga Poari Akoranga (Academic Board)

## Terms of Reference

### 1. Whakapapa | Background

- (a) Under Section 324(2) of the Education and Training Act 2020 (the Act), the Council of Te Pūkenga—New Zealand Institute of Skills and Technology (Te Pūkenga Council) must establish an academic board to:
  - i) advise it on matters relating to work-based learning, courses of study or training, awards, and other academic matters; and
  - ii) exercise powers delegated to it by the Council.

This academic board is referred to in these Terms of Reference as Te Poari Akoranga<sup>1</sup> (Te Poari).

- (b) The Council may not make any decision or statute in respect of any academic matter referred to in section 1. (a) unless it has requested the advice of Te Poari Akoranga and considered any advice given by Te Poari Akoranga.

### 2. Te Tikanga | Purpose / Scope

- (a) Give effect to Te Tiriti o Waitangi and the Charter of Te Pūkenga in a way that is guided by the values of Te Pūkenga:
  - i) **Manawa nui** We reach out and welcome in
  - ii) **Manawa roa** We learn and achieve together
  - iii) **Manawa ora** We strengthen and grow the whole person
- (b) Fulfil the primary function of providing assurance and confidence in the network of provision.
- (c) Provide assurance and confidence that all relevant legislation and educational requirements are adhered to as they apply to teaching, learning and research.
- (d) Provide assurance and confidence that Mātauranga Māori is applied throughout all packages of learning developed and delivered by Te Pūkenga. and that appropriate co-development has happened with Iwi, hapū or Māori organisations in the construction of packages of learning.
- (e) Receive advice and evidence (real time and retrospective) from ohu whakahaere, and other relevant sources, to ensure:
  - i) a purposeful and responsive mix of provision matched to need, with a relentless focus on equity, access, and participation to support a culture of equity and diversity where all learners are included and valued;

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<sup>1</sup> The importance of seeking an appropriate name for the academic board that reflects a holistic and inclusive approach consistent with the intent of Te Pūkenga charter has been recognised. Poari is the decision-making body of an organisation; Akoranga is all encompassing, referring to learning, subject, discipline, profession, school, educational course, academic programme, academic course, teaching, class, and lesson and includes circumstances of learning, time of learning and place of learning.



- ii) holistic selection policies promote and facilitate academic equity for learners from under-represented groups, who have the potential to succeed academically, and who have applied via the application process; and
- iii) prioritised accessible support that acknowledges barriers and actively encourages learners and their whānau to participate and engage, for learners to achieve academic equity.

~~(f)~~ — Grant awards of Te Pūkenga.

~~(g)~~(f) Ensure academic policies, procedures and frameworks are fit for purpose

~~(h)~~(g) In completing these functions, Te Poari Akoranga will be cognisant of [Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2022-2023](#) and will use it as a tool to assist in making decisions when exercising these powers.

### 3. Powers and Authority

- (a) In accordance with the Delegations Policy, Te Poari Akoranga is granted the specific authorities listed below. All delegated authority must be exercised in accordance the purpose of Te Poari Akoranga as set out in Section 3 of these Terms of Reference.

| Ref | Subject   | Description  | Objective  | Power to Sub-Delegate?          |
|-----|---|--|--|---------------------------------|
| 1.  | Academic Policies, procedures and framework                             | To determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters.   | Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Te Pūkenga, as set by Council having regard to the Charter and Minister's expectations, are met and continuous improvement is achieved and sustained. | No                              |
| 2.  | Courses/ Programmes of Study (including work-based learning programmes) | To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies. | Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics  | Yes (limited to ohu whakahaere) |
| 3.  | Courses/ Programmes of Study (including work-based learning)            | To approve variations to an individual learner's course/programme of study outside programme regulations.  | Provide assurance and confidence: <ul style="list-style-type: none"> <li>a. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes.</li> <li>b. that work-based learning is applied throughout packages of</li> </ul>  | Yes                             |



| Ref | Subject                        | Description   | Objective   | Power to Sub-Delegate? |
|-----|--------------------------------|---|---|------------------------|
|     |                                |   | learning developed and delivered by Te Pūkenga (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers.   |                        |
| 4.  | Quality Assurance              | To set and monitor the application of Te Pūkenga quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review and reporting processes. | As above  | Yes                    |
| 5.  | Assessment                     | To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations.   | Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.   | Yes                    |
| 6.  | Research                       | To set and promote quality standards for research and approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.  | To conduct research, with a focus on applied and technological research (section 315 of the Act). Teaching and learning is supported by research, evidence, and best practice (Charter, Schedule 13 of the Act)                           | Yes                    |
| 7.  | Ohu whakahaere: Sub-Committees | To establish any ohu whakahaere (sub-committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same.   | Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.   | No                     |
| 8.  | Incidental                     | To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board.   | The Council delegates to Te Poari Akoranga “matters relating to work-based learning, courses of study or training, awards, and other academic matters”, to “exercise powers delegated to it by the council.” (Section 324 (2) of the Act) | No                     |

(b) In line with the powers to sub-delegate in the table above, from time to time, Te Poari Akoranga may formally sub-delegate specific tasks and/or responsibilities to nominated groups, committees and/or ohu whakahaere. In doing so, it requires:

- i) Any policies related to the responsibilities are approved by Te Poari Akoranga;



- ii) Minor changes to academic procedures, within academic policy, are sub-delegated to the Chair, Ohu Whakahaere Academic Quality;
  - iii) Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.
  - iv) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.
- (c) All media and public comment should be considered in consultation with Te Pūkenga Council.
- (d) Any official information requests to Te Poari should be directed to the OIA team of Te Pūkenga.

#### 4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Under Section 324(2) of the Act, the Council must establish an academic board consisting of its chief executive and members of the staff and students of Te Pūkenga.
- (b) Appointments to Te Poari Akoranga will be made by the Council following input, and advice and direction of from the Interim Māori Advisory Committee. Appointments will comprise the following:
- ~~i) —~~ Pourangi Ako | DCE Ako Delivery or delegate (Co-Chair)
  - ~~ii) |~~ Ako Excellence Director (Co-Chair)
  - ~~iii) |~~ Tumuaki | Chief Executive of Te Pūkenga or delegate (Co-Chair)
  - ~~iv) —~~ Pourangi Hua Tiriti | Deputy Chief Executive Tiriti Outcomes or delegate
  - ~~v) —~~ Pourangi Ākonga me te Ahumahi | DCE Learner and Employer Experience and Attraction or delegate
  - ~~ii) |~~ One other member of the Transition Leadership Team, or delegate
  - ~~vi) |~~ One Chair / Co-Chair from each of Ngā Ohu Whakahaere outlined in section 5. (four total)
  - ~~vii) |~~ One Business Division Academic Committee Chair (or delegate) per region (four total)
  - ~~viii) —~~ One ākonga Māori nominated by the Interim Māori Advisory Committee of Te Pūkenga
  - ~~ix) —~~ One kaimahi Māori nominated by the Interim Māori Advisory Committee of Te Pūkenga
  - ~~x) |~~ One enrolled learner nominated by (but not necessarily a member of) the Interim Learner Advisory Committee of Te Pūkenga
  - ~~xi) |~~ Additional members may be co-opted to join if the appointed members feel that they do not have sufficient representation of skills or specialist criteria identified in Section 4. (c).
- (c) Membership should reflect a broad skills-based approach and the appointment of members will be based on the following core criteria:
- i) Commitment to educational quality and learner achievement;



- ii) Commitment to ōritetanga and the success of learners who are under-served by the education system (with a specific focus on Māori learners, Pacific learners, learners with disabilities, adult and second-chance learners and youth);
  - iii) Ability to apply both a local and global view to academic issues.
- (d) In addition to the criteria in Section 4. (c), the following specialist criteria may be applied when appointing members:
- i) Demonstrated knowledge and experience, and a commitment to Mātauranga Māori;
  - ii) Demonstrated knowledge and experience in addressing inequities in tertiary education provision related to gender, sexuality, age, disability, and ethnicity;
  - iii) Demonstrated innovation in ako (specifically teaching, learning and research) with up-to-date specialist knowledge, skills and experience in academic quality, programme development and delivery; and
  - iv) Broad sector and systems delivery knowledge and demonstrated experience, including work-based, work-integrated, distance, kanohi ki te kanohi, blended delivery and regional competencies and experience.
- (e) Ex-officio members are appointed to Te Poari Akoranga until they no longer hold the role specified in Section 4 (b).
- (f) Members who are not appointed ex-officio, will be appointed for up to two years, with the option of renewal for one further year, to be made by the Council. Membership of Te Poari Akoranga may be revoked by either Te Pūkenga Council or the appointed member at any time by giving four weeks' written notice in writing.
- i) These members may resign from the Committee at any time by notifying the Chair with a copy to the Council Secretary.
  - ii) A member's appointment may be terminated at any time for good reason by Te Pūkenga Council Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Te Poari hui (without informing the Chair), and failure to act in accordance with the Code of Conduct.

## 5. Ngā ohu whakahaere o te Poari Akoranga | Subcommittees of the Academic Board

- (a) Te Poari Akoranga has established the following ohu whakahaere to focus on:
- i) **Academic Quality**, to:
    - a. provide leadership in academic evaluation and quality assurance; and
    - b. ensure quality improvement by overseeing and monitoring the consistent application of the academic quality assurance system, including developing and recommending to Te Poari Akoranga approval of policies and operating procedures.





- ii) **Appeals, to:**
    - a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);
    - b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and
    - c. if necessary, make recommendations about policies, procedures, or the provision of services.
  - iii) **Approvals, to:**
    - a. develop and direct a purposeful and responsive mix of provision matched to need, with a relentless focus on equity, access, and participation to support a culture of equity and diversity where all learners and their whānau are included and valued; and
    - b. recommend to Te Poari Akoranga the approval of education and training packages (for example, programmes of study, training schemes and micro-credentials, or equivalent), and associated changes in accordance with approved delegations.
  - iv) **Rangahau, Research and Postgraduate, to:**
    - a. support, monitor and lead rangahau Māori, research and innovation activity;
    - b. help determine and support the strategic directions and approaches for rangahau Māori, research and postgraduate provision;
    - c. provide oversight of rangahau Māori and research planning, funding and ethics.
- (b) Each ohu whakahaere will consist of members drawn from across the organisation, or within the business divisions for Academic Committees with relevant, demonstrated skills and experience. Appointments to each ohu whakahaere will be made by Te Poari Akoranga in accordance with the terms of reference for the ohu, reflecting the value of appropriate geographical spread of representation.
- (c) Ngā Ohu Whakahaere hui will be conducted according to a schedule agreed on by Te Poari Akoranga, appropriate to its tasks and sub-delegations. Where sub-delegations are in place, hui will be conducted under LGOIMA rules outlined in section 6. (f).
- (d) Each ohu whakahaere will report to Te Poari Akoranga using Te Poari's agenda framework on any sub-delegations that have been exercised and the strategic and key issues that most concern Te Poari Akoranga.

## 6. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Poari members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Poari Akoranga will meet at least six times per academic year.
  - i) Meetings may be conducted by teleconference, videoconference or in person.
    - a. If a hui is held in person, members will make reasonable efforts to attend in person.



- b. If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.
  - ii) Te Poari may also need to meet on an ad hoc basis to consider approvals requested and/or relevant matters. Accordingly, additional meetings may be held if determined necessary by the Chair.
  - iii) Hui dates will be set annually by the Council Secretary to align with other meetings on Te Pūkenga Governance calendar, and in consultation with members of Te Poari.
- (c) If a member is unable to attend a hui, they must provide the Chair with comments on the issues to be discussed in reasonable time prior to the hui. Members are not able to send a proxy or delegate to Te Poari hui in their place unless this is specified in the Membership section.
- (d) All Council Members shall be entitled to attend Te Poari Akoranga meetings.
- (e) A Governance Advisor shall service Te Poari meetings to provide secretariat support and resources.
- i) Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. This would normally be a week prior to the date of the meeting but may be shorter as determined by the Chair.
  - ii) Minutes of the meetings shall be prepared, retained and distributed to Te Poari members, management and external auditors, as well being made available to Te Pūkenga Council.
- (f) Te Pūkenga is named in Schedule 2 Part 2 of the [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) as a particular authority to which Part 7 of LGOIMA applies. As Te Poari Akoranga has delegated authority to make decisions on behalf of Te Pūkenga as outlined in Section 3, the following local authority meeting rules apply:
- i) Hui are required to be open to the public unless Te Poari Akoranga resolves to exclude the public from the whole or any part of the meeting where good reason for withholding disclosure of information exists under Section 9 of the Official Information Act 1982.
  - ii) The date, time and place of Te Poari Akoranga hui must be publicly notified not more than 14 days and not less than five days before the end of the month prior.
  - iii) At least two working days prior to the hui any member of the public may inspect all agendas and associated reports circulated to members of Te Poari Akoranga relating to that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.
  - iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:
    - a. Te Poari Akoranga resolves to discuss it and the Chair explains at the hui at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent hui; or



- b. the item is a minor matter relating to the general business of Te Poari; and the Chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.
- v) Members of the public have a right to inspect or receive copies of minutes of Te Poari hui (except parts of a hui from which the public was excluded).

## 7. Responsibilities and duties

- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Poari Akoranga members shall:
  - i) Review any papers prepared for Te Poari, prepare adequately prior to each hui and participate actively in hui, contributing to actions when agreed.
  - ii) Bring matters of significance to the attention of Te Poari and use professional perspectives to undertake analysis or prepare advice as required.
  - iii) Contribute to the development of a forward work programme for Te Poari.
  - iv) Maintain a broad knowledge of the issues and interests that relate to the operations of Te Poari.
  - v) Consult with and consider advice from the three Advisory Committees to Council established under section 325 of the Act on significant matters relating to the strategic direction of Te Pūkenga which are relevant to those groups represented by each Advisory Committee.
  - vi) Comply with Te Pūkenga Council and Committees [Code of Conduct Policy](#)
- (b) In addition, the Chair of Te Poari Akoranga shall:
  - i) consult with members to draft a forward work programme for Te Poari, for agreement with Te Pūkenga Council Chair;
  - ii) set agendas with the assistance of the Governance Advisor, and approve minutes;
  - iii) chair and facilitate hui, encouraging and modelling open communication where all members contribute effectively;
  - iv) manage any conflicts of interests for other members of Te Poari, including deciding if a potential conflict exists and determining, with assistance from the Governance Advisor, what action is appropriate;
  - v) represent the Committee in any hui with Te Pūkenga Council and/or Chair as required;
  - vi) ensure that any requests for media and public comment and any official information requests made to the Committee are escalated to the Chair of Te Pūkenga Council; and
- (c) Members are required to declare any actual or perceived interests as per national policy and procedures. [Conflicts of Interest Policy](#)



## 8. Fees and allowances

- (a) No additional fees will be paid to employees of Te Pūkenga for their participation in Te Poari Akoranga as hui are anticipated to occur during normal working hours. Expenses related to Te Poari Akoranga should be included in each employee's usual expense cost centre.
- (b) For learner members of Te Poari Akoranga, fees will be set by Te Pūkenga Council and will be within Group 4 (All Other Committees and Other Bodies) of the Cabinet Office Fees Framework.
  - i) The level within this category is determined by skills, knowledge and experience required for members; function, level and scope of authority; complexity of issues; and public interest and profile. Te Poari Akoranga has been determined to be at Level 3 and as a result, a daily rate of \$435 will apply.
  - ii) The daily fee applies to all mahi, including that performed outside of hui (e.g. preparation, representing the board at other forums, or administrative mahi) that is required for the body to carry out its role.
  - iii) It is expected that a working day is about eight hours, and the daily fee is calculated on this basis. Work for longer than eight hours in one day will not attract an extra payment, unless the combination of travel and mahi is frequently longer than eight hours.
  - iv) Hourly pro-rata rates may apply and will be calculated by dividing the daily rate by 8 and multiplying by the number of hours worked.
  - v) Where a total of six hours is worked in one day, a daily fee may be paid. It is accepted that it may not be possible for a member having worked six hours in one day on business related to Te Poari Akoranga to return to other paid mahi. Where a member spends time, for example one evening, preparing for a hui the next day, if the preparation and hui time combined were between 6 and 8 hours, then one daily fee would be paid for the combined preparation and hui time.
  - vi) Mahi other than preparation for hui must be approved and minuted by Te Poari before it is undertaken. Individual members should not be in a position where they could be considered to be setting their own work programmes without the endorsement of the body.
  - vii) This fee will be reviewed annually, and within three months of an update to the Cabinet Office Fees Framework.
  - viii) Fees will be paid through Te Pūkenga payroll in arrears. This will be included in the next fortnightly pay cycle following each meeting. If a member wishes to arrange to invoice Te Pūkenga for their fees (rather than receive these via payroll), the invoice must be submitted before the end of the month in which the meeting occurs, for payment by the 20th of the following month.
  - ix) Learner members may claim reimbursement for out-of-pocket taxi, mileage or parking expenses and any expenses actually and reasonably incurred when travelling on Te Pūkenga business in accordance with Te Pūkenga policy. The standard should be modest and appropriately reflect public sector norms. [National Expenditure Policy](#)



**9. Pūrongo | Reporting obligations**

The Chair of Te Poari Akoranga will report to Te Pūkenga Council using the Council’s agenda framework on any delegations that have been exercised and the strategic and key issues that most concern the Council.

**10. Accountability**

Te Poari Akoranga shall:

- (a) self-assess its performance against these Terms of Reference on an annual basis. This self-assessment shall include feedback from Te Pūkenga Council on its perspective on the performance of Te Poari, as provided by the Chair of Council.
- (b) confirm annually that all responsibilities outlined in these Terms of Reference have been carried out.

**11. Review of the Terms of Reference**

Te Poari shall, on an annual basis (or as otherwise necessary), review and, if appropriate, update these Terms of Reference for consideration and approval by the Council.

Approved by the Council of Te Pūkenga on ~~8 February 2024~~ **9 May 2024**

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Sue McCormack

**Acting Council Chair**



# 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)  |
|------------|---|---|
| <b>8.</b>  | <b>Administration</b>   |   |
| 8.1.       | Minutes of the closed portion of the meeting held 11 April 2024 | Section 9(2)(a) OIA<br>Section 9(2)(g)(ii) OIA                            |
| 8.2.       | Ngā mahi hei   Actions  | Section 9(2)(g)(ii) OIA   |
| <b>9.</b>  | <b>Regular reporting</b>  |   |
| 9.1.       | Chief Executive's closed report                                 | Section 9(2)(h) OIA<br>Section 9(2)(g)(ii) OIA                            |
| 9.2.       | Wellbeing and safety report                                     | Section 9(2)(g)(ii) OIA<br>Section 9(2)(h) OIA                            |
| <b>10.</b> | <b>Risk and compliance</b>                                      |   |
| 10.1.      | 2023 Annual Report  | Section 9(2)(b)(ii) OIA<br>Section 9(2)(g)(ii) OIA<br>Section 9(2)(i) OIA |
| 10.2.      | Risk deep dive: 2025 Operations                                 | Section 9(2)(b)(ii) OIA<br>Section 9(2)(g)(ii) OIA                        |
| 10.3.      | Power of attorney   | Section 9(2)(g)(ii) OIA<br>Section 9(2)(h) OIA<br>Section 9(2)(i) OIA     |

| Item       | General subject of each matter to be considered  | Section(s)   |
|------------|--|--|
| 10.4.      | UCOL deed of lease 30 Queen St   | Section 9(2)(b)(ii) OIA<br>Section 9(2)(g)(ii) OIA<br>Section 9(2)(i) OIA<br>Section 9(2)(j) OIA   |
| <b>11.</b> | <b>Reports from and relating to Committees</b>   |  |
| 11.1.      | Report from Interim Māori Advisory Committee held 19 April 2024  | Section 9(2)(g)(ii) OIA  |
| 11.2.      | Verbal update on Interim Learner Advisory Committee meeting held 6 May 2024  | Section 9(2)(g)(ii) OIA  |
| 11.3.      | Report from Finance Risk and Audit Committee meeting held 26 April 2024  | Section 9(2)(g)(ii) OIA<br>Section 9(2)(i) OIA<br>Section 9(2)(j) OIA  |
| 11.4.      | Report from closed portion of Te Poari Akoranga held 29 April 2024   | Section 9(2)(a) OIA<br>Section 9(2)(g)(ii) OIA   |
| 11.5.      | Report from extraordinary e-meeting of Appointment and Remuneration Committee held 3 May 2024                          | Section 9(2)(a) OIA<br>Section 9(2)(b)(ii) OIA<br>Section 9(2)(g)(ii) OIA<br>Section 9(2)(i) OIA<br>Section 9(2)(j) OIA                        |
| <b>13.</b> | <b>Outwards correspondence (confidential)</b>  |  |
| 13.1.      | Letter to the Minister for Tertiary Education and Skills 19 April 2024 re Te Pūkenga Manaaki Fund – Council intentions | Section 9(2)(b)(ii) OIA  |
| <b>14.</b> | <b>He take atu anō   Any other business</b>  | Section 9(2)(a) OIA<br>Section 9(2)(b)(ii) OIA<br>Section 9(2)(g)(ii) OIA<br>Section 9(2)(h) OIA<br>Section 9(2)(i) OIA<br>Section 9(2)(j) OIA |

**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). |