

Te Pūkenga Council 11 April 2024 ordinary meeting



Meeting Venue: Microsoft Teams

11 April 2024 12:30 PM - 02:30 PM

Agenda Topic	Presenter	Time	Page
Karakia timatanga			4
Open Agenda			
1. Welcome/apologies/notices	Sue McCormack		
2. Administration (open)	Sue McCormack	12:30 PM-12:35 PM	5
2.1 Council membership and schedule of committees			5
Recommendation: That Council note the membership terms and the schedule of meetings for 2024.			
2.2 Register of interests			14
Recommendation: 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 Minutes (draft) of the meeting held 14 March 2024 (ordinary meeting)			16
Recommendation: That the Council approve the minutes of Te Pūkenga Council open meeting held on 14 March 2024 as a true and correct record.			
3. Reports from Committees		12:35 PM-12:40 PM	22
3.1 Report from open portion of Te Poari Akoranga held 28 March 2024	Kieran Hewitson		22
4. Correspondence			25
4.1 Letter from Minister for Tertiary Education and Skills 27 March 2024 re Establishment of a University Advisory Group			25
5. He take atu anō Any other business (open)			

6. [Resolution to exclude the public](#) 27

Recommendations:

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

7. Administration (closed) Sue McCormack 12:40 PM-12:45 PM 30

7.1 [Minutes of the closed portion of the meeting held 14 March 2024](#) 30

Recommendation:

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

7.2 [Ngā mahi hei | Actions](#) 37

Recommendation: That Council note the pending actions.

8. Regular reporting 12:45 PM-01:05 PM 38

8.1 [Disestablishment update](#) Gus Gilmore 38

9. Risk and compliance 01:05 PM-01:35 PM 41

9.1 [2023 draft Annual Report for feedback](#) Ziena Jalil and Clarke Raymond 41

9.2 Risk deep dives Ziena Jalil and Jodie Banner

To be provided on Monday

10. Reports from and relating to Committees 45

10.1 [Report from Appointment and Remuneration Committee meeting held 18 March 2024](#) Bill Moran 01:35 PM-01:40 PM 45

10.2 [Report from Interim Kaimahi Advisory Committee meeting held 20 March 2024](#) Heath Sawyer 01:40 PM-01:45 PM 47

10.3 [Report from Health Safety and Wellbeing Committee held 25 March 2024](#) Sam Huggard 01:45 PM-01:50 PM 49

10.4 Report from Finance Risk and Audit Committee meeting held 27 March 2024 Jeremy Morley 01:50 PM-02:10 PM

To be provided on Monday

10.5 [Report from closed portion of Te Poari Akoranga held 28 March 2024](#) Kieran Hewitson 02:10 PM-02:15 PM 51

11. Inwards correspondence (confidential)

02:15 PM-02:20 PM

There is no confidential inwards correspondence to note

12. Outwards correspondence (confidential)

There is no confidential outwards correspondence to note

13. He take atu anō | Any other business
(confidential)

[Karakia whakakapi](#)

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Next meeting date: Tuesday 30 April 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: i. the election of the Learner Advisory Committee, due to take place in March/April 2024; or 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 4 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
April	30	Tues	Council	Ordinary meeting (annual report)	Online
May	9	Thurs	Council	Ordinary meeting	Wellington
	10	Fri	Council	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	Wednesday 31 January	MIT Ōtara
2. Bill Moran	Member	Wednesday 14 February	Online
3. Josie Keelan	Member	Wednesday 28 February	Online
4. John Brockies	Independent member	Wednesday 27 March	MITO, Wellington
5. Sue McCormack	Ex-officio member		
Caroline Seelig and Tony Gray	Independent advisors	Friday 26 April	Online
		Friday 24 May	TBC
		Monday 1 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	Wednesday 17 January	Online
2. Sam Huggard	Member	Monday 18 March	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	Thursday 1 February	
2. Peggy Fairbairn-Dunlop	Member	Monday 25 March	
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	Tuesday 16 April	Online
4. Caroline Seelig	Independent advisor	Tuesday 23 April	Online
5. Tony Gray	Independent advisor	Tuesday 30 April	Online
		Tuesday 7 May	Online
		Tuesday 14 May	Online

Further meeting dates to be confirmed

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
		Thursday 18 April	Online
		Friday 19 April	Online
		Tuesday 23 April	MITO, Wellington

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		
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 15 April (TBC)	Online
2. Dahrian Watene	Co-Chair	Wednesday 17 April (TBC)	Online
3. Henry Geary	Member		
4. Nina Lee Griffith	Member		
5. Ihongaro	Member		
6. Skyla 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	Wednesday 8 May (TBC)	Online
3. Andrea Armstrong	Member		
4. Ang Cooper	Member		
5. Barry Paterson	Member		
6. Craig Ludlow	Member		
7. Henry Ma’alo	Member		
8. Jessica Costall	Member		
9. Jody Takimoana	Member		
10. Linda Aumua	Member		
11. Mary-Liz Broadley	Member		
12. Ramari Raureti	Member		
13. Scott Casley	Member		
14. Keri Youngman	Member		
15. Ali Bahmad	Member		

Interim Māori Advisory Committee

Name	Role	Meeting dates	Venue
1. Teorongonui Josie Keelan	Co-Chair	Friday 19 April (TBC)	Tamaki Makaurau
2. Bentham Ohia	Co-Chair	Monday 6 May (TBC)	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. Andrew McSweeney	Member (DCE Learner and Employer Experience and Attraction)	Monday 1 July	Teams
6. Fiona Moyer	Member (Co-Chair Te Ohu Whakahaere Academic Quality)	Friday 26 July	Teams
7. Glynnis Brook	Member (Co-Chair Te Ohu Whakahaere Appeals)	Friday 30 August	Teams
8. Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)	Friday 27 September	Teams
9. Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau, Research and Postgraduate)	Friday 25 October	Teams
10. Henry Geary	Member (Learner nominated by Interim Learner Advisory Committee)	Friday 29 November	Teams
11. Doug Pouwhare	Member (Co-opted)		
12. Martin Carroll	Member (Rohe 1 business division Academic Committee Chair)		
13. Te Urikore Biddle	Member (Rohe 2 business division Academic Committee Chair)		
14. Nita Hutchinson	Member (Rohe 3 business division Academic Committee Chair)		
15. Vacant	Member (Rohe 4 business division Academic Committee Chair)		
16. Vacant	Member (Kaimahi Māori nominated by Komiti Māori)		
17. Vacant	Member (Ākonga Māori nominated by Komiti Māori)		

Te Pūkenga Council 11 April 2024 ordinary meeting - Administration (open)

Te Pūkenga
Annual Governance Work Plan master

		Financial Year 2024											
Frequency		January	February	March	April	May	June	July	August	September	October	November	December
		Thursday 8 February	Thursday 14 March	Thu 11 Apr / Tue 30 Apr	Thursday 9 May		Thursday 11 July	Thursday 15 August	Thursday 22 September	Thursday 10 October	Thursday 7 November	Thursday 12 December	
Council	Monthly												
Chief Executive's report	Monthly	x	x	x	x	x	x	x	x	x	x	x	x
Wellbeing and Safety report	Monthly	x	x	x	x	x	x	x	x	x	x	x	x
Disestablishment update	Monthly	x	x	x	x	x	x	x	x	x	x	x	x
Quarterly Report to TIC - approval will need to be delegated Jan Jul and Oct	Quarterly	Noting			30-Apr				Noting			Noting	
Te Pōari Akoranga Terms of Reference	Quarterly	x											
Annual report	Annual				30-Apr								
Investment plan	Annual							x					
2025 meeting dates (if required)	Annually							x					
Te Tiriti Monitoring	Six-monthly							x					x
2025 workplan (if required)	Annually								x				
Statement of Performance Expectations (if required)	Annually									x			
Council 360 review	Biennially											x	
Any essential policies required in next 12-18 months	TBC												
Briefing to Incoming Minister - not required in 2024 unless change of Minister	Triennially						Friday 10 May				Friday 11 October		
Disestablishment workshop	Six-monthly												
		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	
Finance Risk and Audit	Monthly												
Monthly financial report	Monthly	x	x	x	x	x	x	x	x	x	x	x	x
Major property projects report	Monthly	x	x	x	x	x	x	x	x	x	x	x	x
High priority building programme update	Monthly	x	x	x	x	x	x	x	x	x	x	x	x
Disestablishment update	Monthly	x	x	x	x	x	x	x	x	x	x	x	x
FMS/EPM project update	Monthly	x	x	x	x	x	x	x	x	x	x	x	x
Treasury report	Quarterly	x			x			x			x		
Financial strategy and planning	As required	Financial plan									Budget 2025		
Crown financial statements	Annually	Fee approval							Declaration				
Annual report incl. financial statements, letter of representation, & going concern assessment	Annually		Plan		Approval								
Status of external audit recommendations	Quarterly		x					x			x		
Contentious legal matters	Quarterly		x				x				x		
Legislative compliance	Annually								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	Annually			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	Annually					TBC							
Budget assumptions review	Annually								x				
2025 meeting dates and workplan (if required)	Annually								Mtg dates			Workplan	
2025 external audit and engagement letter (if required)	Annually										x		
Pre-year-end review of issues and assumptions	Annually										x		
2025 internal audit plan (if required)	Annually										x		
FRAC self-review and Terms of Reference	Annually										x		
Appointment and Remuneration	Six-monthly	Wednesday 17 January		Monday 18 March				Thursday 18 July				Monday 18 November	
Chief Executive appointment	One-off	x											
Chief Executive performance review	Six-monthly	x						x				x	
Chief Executive KPIs	Annually			x									
Subsidiary AGMs	Annually			x									
RemCo self-review and Terms of Reference	Annually											x	
2025 meeting dates and workplan (if required)	Annually											x	
Health Safety and Wellbeing	Quarterly		Thursday 1 February	Monday 25 March			Thursday 27 June			Monday 2 September			Monday 2 December
Deep dives (topics TBC by the Committee)	Quarterly		x	x			x			x			x
Wellbeing and safety policy	Annually			x									
Statements of commitment to wellbeing and safety	Annually			x									
Wellbeing and safety annual report	Annually						x						
Officer engagement plan	Annually						x						
Pastoral code self-report	Annually						x						
Report on online safety for ikonga due to increase in online delivery	One-off						x						
HSW self-review and Terms of Reference	Annually		x							x			
2025 meeting dates and workplan	Annually									x			
Officer self-review of duty to exercise due diligence	Annually									Plan			Report
Kaimahi wellbeing indicators	TBC									report			x
Akoranga pastoral code framework - not required in 2024	Biennially							discussion					x
Pastoral care policy - not required in 2024	Biennially												
Te Pōari Akoranga	Monthly			Fri 1 Mar / Thu 28 Mar	Monday 29 April	Friday 24 May		Mon 1 Jul / Fri 26 Jul	Friday 20 August	Friday 27 September	Friday 25 October	Friday 29 November	
Te Pōari Akoranga self-assessment	Annually			2023									
Terms of Reference	Annually			1-Mar									
2024 workplan for Te Pōari Akoranga and ngā ohu whakahaere	Annually			28-Mar									
Ngā ohu whakahaere Terms of Reference	Annually												
Academic delegations register	One-off				x								
Reporting template for Regional Academic Committees	One-off				x								
Pastoral code self-report	Annually							1-Jul					
Unified programme final approvals	One-off							1-Jul					
2025 meeting dates and workplan (if required)	Annually							Mtg dates			Workplan		
Academic risk	One-off								x				
Ngā ohu whakahaere self-assessment reports for 2024	Annually										x		
Advisory Committees	Quarterly												
Specialist Advisor Group meeting	One-off												
Te Pōari Akoranga nominations	One-off			ILAC	ILAC	ILAC/IMAC							
Investment plan	Annually							x					
Fee setting (including student levy)	Annually							ILAC					
Pastoral code self-report	Annually							ILAC					
Kaimahi wellbeing indicators	Annually									ILAC			
Workshop on workplan	One-off			ILAC	ILAC/IMAC						x		
Statement of Performance Expectations (if required)	Annually										x		
Council 360 review	Biennially										x		
Committee self-review and Terms of Reference (if required)	Annually										x		



Te Pūkenga Council Register of Interests

As at 3 April 2024

Name	Interest	Nature of Interest
Sue McCormack Acting Chair	Kiwirail	Deputy Chair
	Canterbury Earthquakes Insurance Tribunal	Judicial Officer
	University of Canterbury	Past Chancellor
	Dress for Success	Honorary solicitor
Heath Sawyer Member	Te Pūkenga staff member	Employee
Jordan Gush Member	Peseta Sam Lotu-liga, Executive Director Ako Delivery Te Pūkenga	Uncle
	Plumbers and Gasfitters Board	Mother is a member
Teorongonui Josie Keelan Member	Te Pūkenga: Unitec	Supervisor
Tagaloatele Dr Peggy Fairbairn-Dunlop Member	UNESCO	Social Science Commissioner
	Vinepa Trust	Patron, Board Member
	Pacific Talk about Education and Learning PLD Pilot	Member of Consulting Team
Jeremy Morley 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
Sam Huggard Member	350 Aotearoa Charitable Trust	Trustee
	Ministerial Strategic Advisory Group on Trade	Member
	New Zealand Educational Institute Te Riu Roa	Employee
Bill Moran 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 14 March 2024 ordinary meeting

14/03/2024 | 11:00 AM - Auckland, Wellington New Zealand Standard Time

MIT Otara campus

Attendees (9)

John Brockies; Jeremy Morley; Tagaloatele Peggy Fairbairn-Dunlop; Jordan Gush; Teorongonui Josie Keelan; Heath Sawyer; William Moran; Sue McCormack; Sam Huggard

In attendance:

Gus Gilmore (Chief Executive), Rebecca Donne (Council Secretary - minutes), ELT (as required), Deborah Young (Co-Chair Te Poari Akoranga, item 4.1 and 12.1), Garth Gulley (Pounuku Haumarutanga, item 9.2), Angela Beaton (National Ako Network Director, item 11.1)

Karakia timatanga

The opening karakia was delivered by all members and the meeting started at 11.13am.

Open Agenda

1. Welcome/apologies/notices

Apologies were received from Kim Ngarimu.

2. Administration (open)

2.1 Council membership and schedule of committees

Te Pūkenga Council noted the membership terms and the schedule of meetings for 2024, which is subject to change as required to ensure that Te Pūkenga is responding to the letter of expectations.

2.2 Register of interests

The Acting Chair reminded members to declare 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 and stand aside from decision making in respect of that item.

Sam Huggard noted that the Chief Executive's report discusses the closure of a childcare centre at WelTec/Whitireia and advised that his employer, NZEI, has members at this centre.

2.3 Minutes (draft) of the meeting held 8 February 2024 (ordinary meeting)

There were no matters arising from the open minutes.

RESOLVED (S. McCormack / J. Gush)

That the Council approve the minutes of Te Pūkenga Council open meeting held on 8 February 2024 as a true and correct record.

CARRIED

3. Chief Executive's report

The Chief Executive advised the Council that a long serving kaimahi from UCOL passed away yesterday and he has sent a note on Council's behalf offering condolences.

The Council received the report titled 'Chief Executive's Report to Council – Open Session' and noted the update on current issues, key achievements and highlights arising during the reporting period, in particular that Management is working through consultation with staff, and that he will share details of these conversations in the closed session.

The Council discussed:

- International enrolments and confirmed that these have increased by 71% on 2023.
- The reinstatement of zero fees for SIT2LRN zero across the motu after being limited to Southland residents last year. The Chief Executive advised that there has been no media interest in this, and the Council provided guidance to ensure that this is positioned to be clear that zero fees is for SIT2LRN only not all Te Pūkenga learners.

4. Reports from Committees

4.1 Report from open portion of Te Poari Akoranga held 1 March 2024

Deborah Young, Co-Chair of Te Poari Akoranga was in attendance online. She advised the Council of the new appointments made to Te Poari Akoranga to date and outlined the rationale for its proposal to co-opt Doug Powhare to Te Poari Akoranga. She outlined that the changes to Te Kawa Maiooro were to align to Minister's letter of expectations and remove parts for future.

Te Pūkenga Council received the report titled '1 March 2024 Te Poari Akoranga hui open portion portion'; and noted that:

- under their delegation received from Council on 8 February 2024 to appoint one Co-Chair each from Te Ohu Whakahaere Appeals, Te Ohu Whakahaere Approvals, and Te Ohu Whakahaere Rangahau Research and Postgraduate, the Co-Chairs of Te Poari Akoranga have appointed Glynnis Brook, Diane Lithgow, and Fiona Beals, to Te Poari Akoranga;
- Te Poari Akoranga approved its workplan and that of ngā ohu whakahaere for 2024;

- Te Poari Akoranga endorsed changes and amendments made to Te Kawa Maiororo which were approved by the Chair of te Ohu Whakahaere Quality under sub-delegation from Te Poari Akoranga; and
- Te Ohu Whakahaere Approvals approved the following programmes for submission to NZQA:
 - 2303 New Zealand Certificate in Contact Centres (Level 3) (subject to incorporation of changes requested by te Ohu).
 - 2552 New Zealand Diploma in Applied Science (Level 5)
 - 2553 New Zealand Diploma in Applied Science (Level 6)
 - 3715 NZQF Diploma in Computer Applications
 - 3716 NZQF Diploma in Networking
 - 3717 NZQF Diploma in Engineering
 - 3708-2 New Zealand Certificate in Scaffolding (General) (Level 3).
 - 3710-2 New Zealand Certificate in Scaffolding (Trade) (Level 4).

RESOLVED (J. Gush / T.P. Fairbairn-Dunlop)

That Te Pūkenga Council approve that Doug Pouwhare be co-opted to Te Poari Akoranga.

CARRIED

4.2 Report from open portion of Finance Risk and Audit Committee meetings held 14 February 2024 and 28 February 2024

The Chair of the Finance Risk and Audit Committee reminded the Council that the Specialist Advisor Caroline Seelig and Tony Gray are now regular attendees at the Committee and advised the Council that the Committee would be returning to monthly meetings in future.

RESOLVED (J. Brockies / J. Gush)

That Te Pūkenga Council

1. *receive the verbal and written update from the open portion of the Finance Risk and Audit Committee online meeting held on 14 February 2024;*
2. *receive the verbal and written update from the open portion of the Finance Risk and Audit Committee online meeting held on 28 February 2024; and*
3. *approve Sue McCormack, Jeremy Morley and Bill Moran to be added to the current authorised bank signatories and that Peter Winder and Murray Strong are removed as bank signatories.*

CARRIED

5. Correspondence

5.1 Letter to Minister for Tertiary Education and Skills 16 February 2024 re Notice of Appointment of Megan Pötiki to OP Education Foundation Trust (Otago Polytechnic)

Te Pūkenga Council noted the letter sent to the Minister for Tertiary Education and Skills on 16 February 2024 providing notice of appointment of Megan Pötiki to OP Education Foundation Trust.

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

No other business was raised.

7. Resolution to exclude the public

RESOLVED (H. Sawyer / B. Moran)

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 below.

Item	General subject of each matter to be considered	Section(s)
8.	Administration	
8.1	Minutes of the closed portion of the meeting held 8 February 2024	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
8.2	Minutes of the extraordinary e-meeting held 27-29 February 2024 re Additional Specialist Advisors	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
8.3	Minutes of extraordinary e-meeting held 6-7 March re Emeritus Professor nomination	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
8.4	Ngā mahi hei Actions	Section 9(2)(g)(ii) OIA
9.	Monthly reports	
9.1	Chief Executive's report	Section 9(2)(g)(ii) OIA Section 9(2)(h)
9.2	Wellbeing and Safety monthly report	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(j) OIA
10.	Disestablishment progress update	Section 9(2)(g)(ii) OIA
11.	Risk and compliance	
11.1	Academic-related risks and opportunities to support transition of mahi to new entities in a safe way	Section 9(2)(i) OIA
12.	Reports from and relating to Committees	
12.1	Report from closed portion of Te Poari Akoranga held 1 March 2024 and e-meeting held 5-6 March 2024	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
12.2	Reports from closed portion of Finance Risk and Audit Committee meetings	Section 9(2)(g)(ii) OIA

Item	General subject of each matter to be considered	Section(s)
	14 February 2024 E-meeting 15-16 February 2024 28 February 2024	Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
12.3	Verbal update from Interim Māori Advisory Committee meeting held 11 March 2024	Section 9(2)(g)(ii) OIA
12.4	Appointments to Council Committees from 1 April 2024	Section 9(2)(g)(ii) OIA
13.	Inwards Correspondence	
13.1	Letter from Chief Executive Water New Zealand 23 February 2024 re upcoming changes at Te Pūkenga	Section 9(2)(b)(ii) OIA
13.2	Letter from Prof. Douglas G. Sutton 6 March 2024 re Whangārei Knowledge Hub	Section 9(2)(b)(ii) OIA
15.	He take atu anō Any other business	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA 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).

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*
- *Kara Hiron*
- *Keri-Anne Tane*
- *Garth Gulley*
- *Angela Beaton*
- *Deborah Young*

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

DRAFT

Pūrongo Kaunihera a Te Pūkenga | Council Report

11 April 2024

Title	28 March 2024 Te Poari Akoranga hui - open portion
Provided by	Kieran Hewitson and Deborah Young, co-chairs Te Poari Akoranga
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a.	Receive the report titled '28 March 2024 Te Poari Akoranga hui open portion';
b.	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;
c.	Note that Te Poari Akoranga approved revised terms of reference for ngā Ohu Whakahaere Academic Quality, and Rangahau, Research and Postgraduate;
d.	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);
e.	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: <ul style="list-style-type: none"> • 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;
f.	Note the approval by Te Ohu Whakahaere Quality, of Te Pūkenga Moderation: 'Which resources do you need?'; and
g.	Note that Te Ohu Whakahaere Approvals approved for submission to the NZQA, the following programmes: <ul style="list-style-type: none"> • 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

Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 28 March 2024 online via Microsoft Teams. Glynnis Brook, Te Urikore Biddle 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.

Te Ohu Whakahaere Academic Quality update from 7 March 2024 hui

Te Poari Akoranga received a report from Te Ohu Whakahaere Academic Quality of its meeting held 7 March 2024 and approved extending the membership of the following members for one year:

- Deborah Young
- Fiona Moyer
- Greg Durkin
- Carmel Haggerty
- Gianetta Lapsley
- Caroline Terpstra
- Joan Taylor

Te Poari noted that Te Ohu approved Te Pūkenga Moderation: 'Which resources do you need?' which accompanies the Moderation Transition and Implementation resource.

Te Ohu Whakahaere Approvals update from 13 March 2024 hui

Te Poari Akoranga received a report from Te Ohu Whakahaere Approvals of its meeting held 13 March 2024 and noted that the programmes currently in the process of being unified would continue to be unified and that this is supported by the relevant regulatory bodies.

Te Poari noted that the ohu approved the following programmes for submission to the New Zealand Qualifications Authority:

- 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

Te Ohu Whakahaere Rangahau, Research and Postgraduate update from 21 March 2024 hui

Te Poari Akoranga received a report from Te Ohu Whakahaere Rangahau Research and Postgraduate of its meeting held 21 March 2024 and approved extending the membership of the following members for one year:

- Annemarie Gillies
- Fiona Beals
- Tepora Emery
- Suzanne Miller
- Michael Shone
- Jonathan Sibley



Te Poari appointed Jamie Smiler, Director Rangahau and Research, to Te Ohu Whakahaere Rangahau, Research and Postgraduate as per the ohu's updated terms of reference.

Extending terms of ngā ohu whakahaere membership

Te Poari Akoranga approved extending the membership of those members of Te Ohu Whakahaere Approvals whose memberships were due to expire in the next few months. These members were:

- Doug Pouwhare
- Diane Lithgow
- Kim Davies
- Harry Leder
- Liz McKenzie
- Veraneeca Taiepa
- Denise Williams
- Shelley Wilson

It was noted that no members of Te Ohu Whakahaere Appeals had memberships expiring in the next few months.

Ngā Tāpiritanga | Appendices

[Appendix 1: Te Poari Akoranga 28 March 2024 hui – open portion](#)

Hon Penny Simmonds

Minister for Disability Issues
Minister for the Environment
Minister for Tertiary Education and Skills
Associate Minister for Social Development and Employment



27 MAR 2024

Sue McCormack
Acting Council Chair
Te Pūkenga – New Zealand Institute of Skills and Technology

Ref: PS0163

sue.mccormack@tepukenga.ac.nz

Dear Sue

Establishment of a University Advisory Group

I am pleased to advise that the Government has today announced the establishment of a University Advisory Group (UAG) to explore the challenges and opportunities in the university system.

Along with the concurrent establishment of a Science System Advisory Group, the UAG will consider the role of universities in the tertiary education and science, innovation and technology systems. Both advisory groups will be chaired by Professor Sir Peter Gluckman, who will draw connections between the two systems as appropriate.

In the current fiscal environment, it is important that we know we are all getting the best possible outcomes from the Government's investment in New Zealand's wider research ecosystem. Maintaining funding for research is essential as it supports not only research in higher education but also contributes to productivity and delivers on skills for wider society.

The UAG's Terms of Reference includes a specific focus on the Performance-Based Research Fund (PBRF) and while the Group's work is ongoing, I have decided that the 2026 PBRF Quality Evaluation (QE) will not take place and requested the Tertiary Education Commission to stop work on its preparations for this.

The QE component of your current PBRF allocation will continue to be calculated on the basis of your 2018 results, with all other current conditions unchanged.

The UAG will be looking at the role of the PBRF only as it relates to universities, and I acknowledge that further work will be required on the applicability of its recommendations to other higher education providers.

I appreciate that my decision affects all tertiary education organisations participating in the PBRF, including your institution, and understand that this will create disruption for your organisation. But I think that it is important not to put providers and staff through a burdensome QE exercise while more fundamental questions about the PBRF are considered.

While I would welcome your engagement with the UAG, as the Government is progressing significant changes to the Vocational Education & Training system, including disestablishing Te Pūkenga, I understand that this may not be a priority for you at this time. I expect that officials will engage with you on the UAG's recommendations before any decisions are taken on a response.

You can find further information and FAQs on the changes to the PBRF QE on the TEC website <https://www.tec.govt.nz/university-advisory-group>.

The Terms of Reference and further information on the UAG can be found at uag.org.nz.

Kind regards

A handwritten signature in blue ink, appearing to read 'P. Simmonds', written in a cursive style.

Hon Penny Simmonds
Minister for Tertiary Education and Skills

Copy to: Gus Gilmore, Chief Executive, Te Pūkenga
Gus.Gilmore@tepukenga.ac.nz



Te Pūkenga Council Meeting

6. Resolution to exclude the public

That the public be excluded from 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 Section 9(2)(g)(ii) OIA
7.2	Ngā mahi hei Actions	Section 9(2)(g)(ii) OIA
8.	Regular reporting	
8.1	Disestablishment progress update	Section 9(2)(g)(ii) OIA
9.	Risk and compliance	
9.1	2023 draft Annual Report for feedback	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.2	Risk deep dives	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA

Item	General subject of each matter to be considered	Section(s)
10.	Reports from and relating to Committees	
10.1	Report from Appointment and Remuneration Committee meeting held 18 March 2024	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA 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 Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
10.5	Report from closed portion of Te Poari Akoranga held 28 March 2024	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
13.	He take atu anō Any other business	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA 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.

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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).