

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

**Held at MITO Offices, Wellington on Wednesday 5 July 2023 at
9:30am**

- Present:** Murray Strong (Chair), Sue McCormack (Deputy Chair), Bill Moran, Heath Sawyer, Jeremy Morley, John Brockies (until 12:02pm), Jordan Gush, Kim Ngārimu, Sam Huggard, Tagaloatele Peggy Fairbairn-Dunlop (until 12:02pm), Teorongonui Josie Keelan.
- In Attendance:** Peter Winder (Chief Executive), Rebecca Donne (Council Secretary), Ziena Jalil (Chief of Staff), Simone Andersen, (Kaikōkiri Learner Whānau Engagement, item 9.1), Andrew McSweeney (DCE Learner and Employer Experience and Attraction item 9.1), Megan Gibbons (DCE Academic Centre and Learning Systems, item 9.2), Keri-Anne Tane (Chief People Officer, item 10.2), Garth Gulley (Wellbeing and Safety Director, item 10.2 and 12.2), Michelle Teirney (Chief Financial Officer item 11.1, 13.2, and 13.3), and Phil O’Callaghan (Financial and Commercial Advisor, item 11.1 and 13.2), Kara Hiron (Director Legal, item 12), James Smith (Regional Finance Director, item 12.3 and 13.3)
- Apologies:** John Brockies and Tagaloatele Peggy Fairbairn-Dunlop from 12:02pm

Open minutes

1 Welcome/Apologies/Notices

The Chair welcomed everyone to the meeting and noted an apology for early departure from Tagaloatele Peggy Fairbairn-Dunlop.

2 Administration

2.1 Council membership, calendar and schedule of committees

Council members noted the schedule of meetings for the remainder of the year.

2.2 Register of interests

Members were reminded of their obligations related to any conflicts of interest between their role as a member of Te Pūkenga Council and any private or other external interests.

Bill Moran raised a conflict of interest for item 12.2 in his role as Deputy Chair of WorkSafe NZ.

2.3 Minutes of previous meeting held 7 June 2023

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

That the Council approve the minutes of Te Pūkenga Council open meeting held on 7 June 2023 as a true and correct record.

CARRIED

There were no matters arising from the minutes.

2.4 Action List – Open

The one remaining action related to updating the whakataukī, has been deferred to Te Pūkenga Council's November hui.

3 Chief Executive's report

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, specifically:

- The delegation to China went well with an opportunity to connect with representatives of organisations that Te Pūkenga could potentially be able to support.
- There was an opportunity to kōrero with the Vice Minister Education in China, with potential to grow that relationship.
- It has been a busy time for the ELT in meeting with business divisions across the motu about the organisational structure consultation.

4 Reports from Committees

4.1 Open minutes from Interim Kaimahi Advisory Committee (IKAC) held 23 June 2023

The Council received the draft minutes of the Interim Kaimahi Advisory Committee open meeting held on 23 June 2023.

The Co-Chair of IKAC advised that it intends to make a submission in the consultation regarding network wide gaps such as Equity, Finance Systems, and Policy.

5 Correspondence (open)

5.1 No correspondence was received.

6 Any other business (open)

6.1 There was no other open business.

7 Resolution to exclude the public

RESOLVED (M. Strong/S. McCormack)

That the public be excluded from the remainder of the meeting. This resolution is 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 from public excluded meeting held 3 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
8.2.	Confidential action list	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
9.	Strategy / Risk and compliance	
9.1.	Learner Voice and Partnering Policy	Section 9(2)(g)(i) OIA
9.2.	Initial Draft Mahere Haumi Investment Plan 2024 – 2026	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.	Monthly reports	
10.1	Chief Executive's report	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.2	Wellbeing and Safety monthly report	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.3	Operational risk	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
11.	Financial reports	
11.1	Te Pūkenga Financial Report – May 2023	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
12.	Risk and compliance	
12.1	Contentious legal matters	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(h) OIA

		Section 9(2)(j) OIA
12.1	WorkSafe NZ Prosecution – Toi Ohomai Business Division	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(h) OIA Section 9(2)(j) OIA
12.2	Winding up of WelTec Enterprises Ltd	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.	Strategy	
13.1	DPMC Implementation Unit stocktake of Te Pūkenga	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.2	Finance strategy	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.3	Approval of Finance Management Information System (FMIS) Partner	Section 9(2)(g)(i) OIA Section 9(2)(j) OIA
14.	Reports from Committees	
14.1	Minutes from Interim Learner Advisory Committee held 21 June 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA
14.23	Minutes from Komiti Māori held 22 June 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA
14.3.	Report and closed minutes from Interim Kaimahi Advisory Committee held 23 June 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA
14.4.	Report from Health Safety and Wellbeing Committee held 26 June 2023	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
17.	Any other business (confidential)	Section 9(2)(a) OIA Section 9(2)(g)(i) 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)(g)(i) OIA	To maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty.
Section 9(2)(h) OIA	To maintain legal professional privilege.

Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable the organisation 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, namely: Ziena Jalil, Keri-Anne Tane, Garth Gulley, Megan Gibbons, Andrew McSweeney, Michelle Teirney, Simone Andersen, James Smith, Kara Hiron, and Phil O'Callaghan after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters. CARRIED

The open session meeting closed at 9.53am and moved into closed session at 9.59am.

The hui closed with karakia at 2:02pm.

Dated: 2 August 2023

Signed as a correct record

Murray W. Strong

Chair