

---

## Te Pūkenga Interim Kaimahi Advisory Committee (IKAC)

### Open Minutes

---

**Minutes of a meeting of the Interim Kaimahi Advisory Committee held on-line via Teams on Wednesday 15 June 2022 at 9.00am.**

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

**Apologies:** Barry Paterson, Bill Rogers, Henry Ma’alo and Melissa Connolly.

**In Attendance:** Becca Brooke (Governance Lead, Learner Journey & Experience), Chelsey Stewart (Advisor, Learner Journey & Experience), Kaye Cunningham (Senior Programme Manager – Op Model Working Group), Alex Grace (Comms Lead), Keri-Anne Tane (Director People & Culture), Sam Huggard (Te Pūkenga Council member and Simon Karipa (Governance Director).

**1. Karakia**

The meeting was opened with a karakia.

**2. Introductions/Welcome**

The new Governance Director and new Governance Committee Co-ordinator were welcomed. Te Pūkenga Council member, Sam Huggard, was also welcomed.

**3. Apologies**

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

That apologies from Melissa Connolly, Bill Rogers, Barry Paterson and Henry Ma’alo for absence be received and accepted.

**4. Confirmation of Agenda**

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

That the agenda be confirmed noting changes to the order of the agenda to accommodate presenter availability.

**5. Declarations of Interest**

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

**Update from Te Pūkenga Council Member, Sam Huggard**

Council member, Sam Huggard, provided a verbal update on key decisions made at recent Te Pūkenga Council meetings, as well as the Council’s priorities going forward.

*The update included:*

- Recently the Council signed off on a programme business case (Budget related), reflected on the Wintec/Toi Ohomai early move, reviewed the governance review report from Dame Karen Sewell and Belinda Clark, reviewed some subsidiaries’ Te Pae Tawhiti

action plans, discussed unification of fees and reviewed a new learner success and equity strategy.

- Some of the Council's priorities going forward include the operating model consultation (the release date is 19 July, with consultation being open for one month). A close eye will be kept on Semester 2 numbers, a few more transitional ITOs will be welcomed into Te Pūkenga and, possibly, some more ITP early movers.

*Questions/comments from committee members included :*

- The implementation date for the unification of fees (impacts on budget planning), what was the Te Pae Tawhiti feedback to the Board and how are connections into mana whenua across the ITP sector tracking? (Primarily the relationships still exist locally).
- Concerns were also raised around delays in the release of the operating model consultation document and the impact on staff.
- A committee member asked if the operating model consultation document could be provided to the committee ahead of the 19 July release date. (The operating model is governed around formal processes, but S Huggard will check whether it can be provided to the committee ahead of its release.)

**Actions**

1. Unification of fees implementation date to be checked.
2. Quarterly Te Pae Tawhiti report to the Board – copy to be sent to Committee members.
3. Operating model consultation document – can it be provided to committee members ahead of the release date of 19 July?
4. Circulate a copy of the Disability Implementation Framework

**6. Confirmation of Open Meeting Minutes of 5 May 2022**

A correction to the draft open minutes of the 5 May 2022 meeting was requested. Under Item 9. "Operating Model Update" the word "merging" is to be removed.

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

That the open minutes of the Interim Kaimahi Advisory Committee's meeting of 5 May 2022 be confirmed, subject to amendment.

**7. Kaimahi Advisory Committee Representation Arrangement Options**

The Learner Governance Lead and the Learner Journey and Experience Advisor introduced the item. They noted the following points.

- The report incorporated, and built on, previous discussions had by the committee on representation arrangements for the permanent Kaimahi Advisory Committee. Four key questions were presented to work through in order to narrow down and develop options which would then be presented back to the committee for further consideration.
- It was noted that at the June Council meeting, Council approved the elections for the Kaimahi and Learner Advisory Committees being deferred to Quarter 3, 2023.
- Feedback from a survey completed by committee members was also outlined. (There were 9 responses received.)
- Responses to the four questions were summarized and included :
  - *Decision making arrangements* - options which present either a simple majority with a 2/3 majority, options for a greater majority than that – up to ¾, the potential to have not just one set approach to how decisions are made and also include some contextual comments which will support the thinking around the options.

*During the discussion of the above item, the committee went into a public excluded session for the Operating Model presentation to accommodate presenter availability.*

**11. Resolution to exclude the public**  
**Resolved:** (N Paea/H Sawyer)

That the public be excluded from the meeting for public excluded item 1 – Operating Model Update & Implementation Plan, for the reasons given on the schedule below.

*From 10.50am to 11.05am there was a morning break*

*When the meeting resumed at 11.05am the meeting went straight into the public excluded session*

*At 12.10pm the meeting moved out of the public excluded session and the open meeting resumed.*

**7. Kaimahi Advisory Committee Representation Arrangement Options (Contd.)**

- *Mix of staff representation* - a split of teaching in general, need to look at the weighting around ITPs and TITOs, a 50% Māori representation, co-governance, 50% gender balance inclusion of priority groups, Māori, Pasifika and disabled.
- *How to achieve the mix of staff representation* – comfortable with appointments process, ensuring there is the right spread of skills. Also flavour for ‘let the elections do what they will do’ and then use appointments to plug any gaps and ensure the equity and priority groups are there. Discussion also included regional/national elections, rotation of terms, expressions of interest. Also discussed was the need for succession planning to ensure that the knowledge and strength of the group can continue.
- *Size* – It was agreed this question would be deferred until after the operating model consultation document was received.
- The responses will be collated into a report for further consideration and direction at the July committee meeting.

**Resolved:** (N Paea/R Raureti)

That the Interim Kaimahi Advisory Committee:

- a) receive the report, and
- b) request staff note the feedback from kaimahi regarding representation arrangement options.

*A lunch break was held from 12.40pm to 1.25pm*

*At 1.25pm the open meeting resumed*

**8. Advisory Committee Communications Plan**

The Learner Governance Lead introduced the item and noted that part of IKAC’s work plan is to provide input into the development of a communications plan for the advisory committees. A draft communications plan was presented for the committee to consider and provide input.

- The proposed communications plan outlined an approach for use across Te Pūkenga network to achieve:
  1. a shared understanding across the network of the purpose of the committees
  2. a process for regular updates from the committees to those they represent.
- It was noted the plan is an evolving document which will be built on in the future.

- A comment was made that the word ‘listening’ should be included in the communications plan and it should be front and centre in terms of the committee’s role. A clear message to give to management at a regional level is the committee’s availability to be there to listen.

**Resolved:** (N Paea/I MacDonald)

That the draft Advisory Committee Communications Plan be received.

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

- The Co-Chair (committee’s representative on the Council) provided a summary report outlining the Council’s key activities for April/May, as well as a copy of the IKAC Quarter 1 Report to Council.
- Verbal updates were given by the Kōmiti Māori representative and Te Poari Akoranga representatives. An update was also given by the Te Poari Akoranga representative on the Approvals committee.
- A comment was made that the Ako frameworks have been presented for consultation but have not yet come to this committee. It was agreed a presentation should be given on this to the committee.

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

That the verbal updates concerning open Council/Committees be received, noting the IKAC quarter 1 report to council (attachment 1) and the summary report outlining council’s key activities for April/May 2022 (attachment 2).

**Action**

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

*At 2.10pm the meeting moved back into the public excluded session.*

## 11. Resolution to exclude the public

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

That the public be excluded from the meeting for public excluded item 2 – Governance Review Report, for the reasons given on the attached schedule.

### EXCLUSION OF THE PUBLIC

#### Section 48 Local Government Official Information and Meetings Act 1987

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of matter to be considered	Reasons for passing this resolution	Ground(s) under Section 48(1) for the passing of this resolution
Operating Model Update & Implementation Plan	Good reasons to withhold information exists under Section 7 Local Government and Official Information and Meetings Act 1987	Section 48(1)(a)

Governance Review Report	Good reasons to withhold information exists under Section 7 Local Government and Official Information and Meetings Act 1987	Section 48(1)(a)
--------------------------	---	------------------

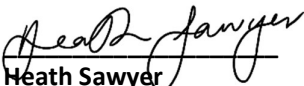
This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows :

Operating Model Update	To prevent the disclosure or use of official information for improper gain or improper advantage.	Section 7 (2) (j)
Governance Review Report	To prevent the disclosure or use of official information for improper gain or improper advantage.	Section 7 (2) (j)

The meeting ended at 2.45pm with a closing karakia from Nippy Paea.

**Dated: 28 July 2022**

Signed as a correct record



Heath Sawyer  
Co-Chair



Nippy Paea  
Co-Chair