

The New Zealand Institute of Skills and Technology (NZIST)

Minutes of a meeting of the Council of NZIST (the Council)

2 June 2020 at 9.00am

Minutes

These are the minutes of a meeting of the NZIST Council held on 2 June 2020 by Zoom.

Present

Members' present: Murray Strong (Chair), Kim Ngārimu, Kathy Grant, Maryann Geddes, Peter Winder, Sam Huggard and Tania Hodges.

Murray Strong Chaired the meeting.

In attendance: Chris Collins (Interim Chief Executive), Alex Cabrera (DCE Transformation and Design), Gillian Hamilton (Executive Assistant/Council Secretariat), Gaylene Hopkins (Minute taker), Heather Geddes (PMO Lead), Michelle Teirney (Interim COO/CFO), Vikki Roadley (GM South), Paora Ammunson (agenda item 16 and 17), Will Workman (agenda item 16 and 17), Stephen Town (Chief Executive designate) and Angela Harford (Partner, Bell Gully).

Quorum

The Chair noted that a quorum of members was present at this meeting and declared the meeting open.

Karakia (Agenda Item 1)

Tania Hodges opened the hui with a mihi followed by Karakia Timatanga.

Welcome/Apologies/Notices (Agenda Item 2)

The Chair welcomed other attendees of the meeting, including the members of the public in attendance.

No apologies were received.

The Chair acknowledged the recipients of the 2020 Queens Birthday Honours List and in particular Dr Karen Poutasi who was made a CNZM Dame Companion of the New Zealand Order of Merit for her services to education and the State; and Professor Derek Lardelli who was awarded a Knight Companion of the New Zealand Order of Merit for services to Māori Art.

A congratulations letter will be sent out to both recipients by the Chair on behalf of the Council.

Draft Minutes from 5 May 2020 (Agenda Item 3)

The Members noted the minutes from the open section of the 5 May 2020 Council meeting.

Resolution

Moved by Murray Strong, seconded by Peter Winder

The Council resolved that the minutes from the open section of the 5 May 2020 Council meeting are approved as a true and accurate record of the open section of the 5 May 2020 Council meeting, with the addition of Michelle Teirney (Interim CFO/COO) and Grant Klinkum (CE, NZQA) to be noted in the minutes.

Conflicts of interest (Agenda Item 4)

Members confirmed that all conflicts of interest were recorded in the Council interests register in the Council meeting papers.

NZIST Governance Guide (Agenda Item 5)

The Members discussed and provided feedback on the proposed contents of the draft Governance Guide.

In particular, Members:

- Noted that a section on key external relationships should be added, and that the staff committee, students' committee and Māori advisory committee should be added in section 6.9; and
- Noted that the Council will have a further kōrero on purpose, vision, values (refer section 4 of the NZIST Governance Guide).

NZIST Council Advisory Committees (Agenda Item 6)

The Members noted, discussed and confirmed the proposed approach for establishing a staff committee and students' committee and Māori advisory committee, as outlined in the paper prepared by Chris Collins.

In particular, Members:

- Requested a resolution be prepared for Council for the next Council meeting to establish regional divisions for the purposes of section 222F of the Education Act 1989;
- Noted that the process to establish the staff committee and students' committee should be actioned quickly;
- Noted that a draft ToR should be prepared for the staff committee and students' committee as part of the establishment process; and
- Noted that establishment of the Māori advisory committee needs to be prioritised but may take longer than the establishment of the staff committee and students' committee.

Items for Approval (Agenda Item 7)

7a. and 7b. Capital Asset Management and Infrastructure Committee – Terms of Reference for approval

The Members noted the Capital Asset Management and Infrastructure Committee Terms of Reference set out in the paper.

Resolution

Moved by Kathy Grant, seconded by Peter Winder

The Council resolved the Capital Asset Management and Infrastructure Committee Terms of Reference is approved.

7a and 7c. Fraud and Corruption Policy for approval

The Members made no further comments on the updated Fraud and Corruption Policy.

Resolution

Moved by Sam Huggard, seconded by Kim Ngārimu

The Council resolved that the updated Fraud and Corruption Policy is approved.

Interim Chief Executive Verbal Update (Agenda Item 8)

The Members received the Interim Chief Executive's verbal update.

The Members:

- Noted the COVID-19 working group's continuing progress and work, with most Subsidiaries operating at Alert Level 2 with students online and on campus.

Academic Board Report (Agenda Item 9)

The Members discussed and noted the Academic Board report from the meeting held on 6 May 2020.

In particular, Members:

- Noted the Academic Board is critical and needs to work at pace.
- Requested as an action item a timeline in relation to the Academic Board's harmonisation programme, with milestones that the Academic Board is working towards;
- Noted that Council should be provided with Academic Board minutes as soon as possible; and
- Noted there should be a focus on excellence in programmes and change, and identifying excellence across the network.

Resolution to Exclude Public in accordance with the Public Excluded Agenda (Agenda Item 10)

Resolution

Moved by Murray Strong, seconded by Peter Winder

The Council resolved that the public be excluded from the remainder of the meeting in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 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, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
12.	Minutes from public excluded part of meeting on 5 May 2020	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.	Incoming Correspondence	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
14.	Interim CE Update	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		<p>disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - 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</p>	<p>withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
15.	2020/21 Forecasting Scenarios	<p>Section 9(2)(b)(ii) of the Official Information Act - 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</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
16.	Māori Equity and Treaty Excellence Workstream	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
17.	Recommendation for naming the new Institute	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which</p>

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		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	LGOIMA applies).
18.	Collective Bargaining Parameters	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - 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</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
19.	Draft Terms of Reference for NZIST Council Health, Safety and Wellbeing Committee	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
20.	2020 NZIST Budget Approval	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - 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</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		information	
21.	Budget 2021 Discussion Paper	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - 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.</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
22.	Capital Asset Management Strategy Discussion Paper	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - 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</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
23.	Subsidiary Financial Report 31 March 2020	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
24.	Reporting Related Issues	Section 9(2)(b)(ii) of the Official Information Act - protect information	That the public conduct of this item would be likely to result in

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	Identified in the ITP Sector	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	the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
25.	Subsidiary Reserved Matter – request for approval	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
26.	Items for noting	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
27.	Items to be moved to Open Agenda for next Council meeting	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

Resolution

Moved by Murray Strong, seconded by Peter Winder

The NZIST Council resolved that NZIST Employees Chris Collins, Alex Cabrera, Heather Geddes, Gaylene Hopkins, Gillian Hamilton, Michelle Teirney and Vikki Roadley, and also Angela Harford (Bell Gully), Paora Ammunson (agenda items 16 and 17), Stephen Town (Chief Executive designate), Will Workman

(agenda items 16 and 17) be permitted to remain at the meeting, 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.

Whakamutunga and close of open part of meeting (Agenda Item 11)

The open part of the NZIST Council meeting was closed at 9:50am and the meeting was adjourned until 10:00am. The public excluded session commenced at 10:00am, with a short break between 12.20pm and 12.45pm, and concluded at 3:15pm.

Tania Hodges closed the open part of the meeting with Karakia Whakamutunga.

Public Excluded Agenda

The minutes relating to the Public Excluded Agenda are set out in Schedule 1 to these minutes.

Karakia Whakamutunga

The Chair thanked everyone for their contributions and that his door is always open for kōrero.

There being no further business the Chair declared the NZIST Council meeting closed at 3:30pm following a Karakia Whakamutunga by Tania Hodges.

Dated: 17 July 2020

Signed as a correct record



Murray W. Strong
Chairman