



Te Pūkenga

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24 January 2025

Lauren Doocy

By email: fyi-request-29198-0b9d613f@requests.fyi.org.nz

Tēnā koe Lauren

Request under the Official Information Act 1982 – Executive meeting minutes

Thank you for your email of 5 December 2024, requesting information from Whitireia and WelTec | Te Pūkenga – New Zealand Institute of Skills and Technology (Whitireia and WelTec).

In your reply email to our Notification of Extension letter, dated 5 December 2024, about your OIA request reference TP240142, you requested:

I would also be grateful for all executive meeting minutes from Whitireia for the past 12 months, to be released under the OIA.

This letter provides a formal decision on your request under the Official Information Act 1982 (OIA).

The decision

The information you have requested is attached at **Appendix One**. These are minutes from the executive meetings held between 5 December 2023 and 5 December 2024.

Some information has been withheld under 9(2)(a) - privacy of individuals, and 9(2)(b)(ii) - commercial prejudice. The sections are marked in each document.

You have the right to make a complaint to the Ombudsman under section 28(3) of the OIA if you are not happy with this response. Information about how to do this is available at www.ombudsman.parliament.nz or by calling 0800 802 602.

We may publish our OIA responses and the information contained in our reply to you on our website. Before publishing we will remove any personal or identifiable information.

Ngā mihi

Gus Gilmore

Tumuaki | Chief Executive

MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Tuesday 11 March 2024, 11am via Teams

Present:

Mark Oldershaw, Executive Director, *Chair*

s 9(2)(a)

Apologies: Nil

In attendance:

s 9(2)(a)

minutes

s 9(2)(a)

opened the meeting with a karakia.

1. Executive Director welcome – Te Pūkenga & Rohe 3 updates

- a. First meeting of the Team this year;
- b. Opportunity to discuss how we continue to operate, communicate to our kaimahi and discuss projects for the year ahead;
- c. Caroline Seelig, Specialist Advisor for WandW, UCOL, NMIT and Open Poly. 5 to 8 days a month, scope yet to be confirmed. Caroline Seelig is also a member of the Disestablishment Board.

2. Conflicts of Interest and Confirmation of Register of Interests

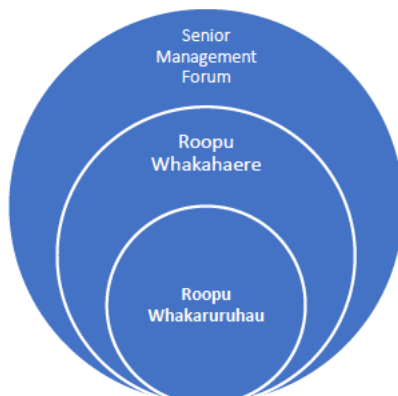
Noted.

Items for Decision

3. ELT operating ground rules and expectations

a. Team name discussion

Members agreed the team would be known as **Roopu Whakahaere** to whakatinana (plan and implement) the objectives of Roopu Whakaruruhau;



- b. **Roopu Whakaruruhau membership** was discussed and confirmed as the current group:

- Mark Oldershaw, Executive Director, *Chair*

-

-

-

c. **Roopu Whakahaere membership** will be confirmed as a next step.

4. Meeting structure and frequency

a. **Frequency:**

- Fortnightly
- 2-hour meeting
- minuted.
- [2024 schedule](#) discussed under agenda item 9

b. **Contributors** to be invited to attend as required.

- 26 March:
 -
 -
 -
- 9 April: Caroline Seelig tbc

5. 2024 Focus areas for each ELT member (round table)

A list of projects and priorities for 2024 was discussed. *Note that this list is non exhaustive, not in order of priority, is in draft for members to amend – [link](#) to working version.* This list comes in addition to [Teaching and Learning 2024 Goals.docx](#) circulated during the meeting.

- Finance - Understand our Budget 2024 ahead of the reforecast
- Unification process and implications (will require a strategic decision/next steps/audit requirements)
- Childcare review
- Comms and Positive stories
- 2025 Programme portfolio and understand Property strategy/Property portfolio - timing
- International and growth strategy - timing
- Business Development/or "Team of Do-ers" - projects that come from industry - connected to RPL piece/understand what we can or can't do
- Secondary/Tertiary provision moving to Marketing (including name)
- Paramedic Review
- T&L Review contracting-in and subcontracting-out including criteria
- Nursing Council Audit for BNM
- Nga Toi
- Continue to grow relationship with Mana College
- Continue using the tohu bringing us altogether.
- Te Reo – delivery and new initiatives in the wider region (eg, Otaki)
- Specialist advisors collaboration

Transition matters

6. Delegations (verbal update)

Te Pūkenga will confirm delegations in the coming weeks after Council meeting to be held on 14 March.

7. Issues and Risks report (11 March 2024)

Focus areas noted:

- a. **Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- b. **Transition and Transformation** – Disestablishment of Te Pūkenga in the future generating uncertainty for kaimahi and ākonga.
- c. **Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.

Members noted Risks were managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.

8. Other transition matters and reporting

1. Reporting deadlines

Members noted monthly reporting schedule as follows (input was required by Thursday the week prior due date).

Reporting Month	Report due to Gus Gilmore
January	Tuesday 20 February
February	Tuesday 26 March
March	Tuesday 23 April
April	Tuesday 21 May
May	Tuesday 25 June
June	Tuesday 23 July
July	Tuesday 27 August
August	Tuesday 24 September
September	Tuesday 22 October
October	Tuesday 26 November
November	Tuesday 17 December

2. Comms channels

Current schedule was noted. Members noted invites for Korero sessions and SMF would be issued in the coming weeks.

Items for Discussion/Information

9. 2024 workplan

[Workplan](#) noted.

SMF membership list to be updated, [circulated](#) and confirmed.

10. General Business

- a. The 2023 Complaints report was endorsed for website publication as presented.
- b. [s 9\(2\)\(a\)](#) will be on leave from 5 to 23 April.
- c. National relocation for kaimahi was discussed.
- d. Campus space discussed (sick bay/prayer room Petone – both remaining upstairs)
- e. Tamaiti Whangai – tool kits distributed to ākonga
- f. Te Awarua contract to circulated ([link](#))

Meeting closed with a Karakia Whakamutunga at 1pm.

MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Tuesday 26 March 2024, 2pm via Teams

Present:

Mark Oldershaw, Executive Director, *Chair*

s 9(2)(a)

Apologies: Nil

In attendance:

s 9(2)(a)

(3.16pm to 3.45pm)

s 9(2)(a)

minutes

s 9(2)(a)

opened the meeting with a karakia.

1. Executive Director welcome – Te Pūkenga & Rohe 3 updates

No specific updates.

2. Conflicts of Interest and Confirmation of Register of Interests

Members noted that s 9(2)(a) was "mentor" for s 9(2)(a) as she completes the final year project for the Masters of Professional Practice

Items for Decision

3. Minutes 11 March 2024 meeting

Minutes of the 11 March meeting were approved as presented.

s 9(2)(a)

Oldershaw/Carried

4. Pastoral Care Code Self-Assessment for 2023

s 9(2)(a) spoke to the report. Members reviewed and approved the changes to the Pastoral Care Code Self-Assessment for 2023 due to Te Pūkenga on 28 March 2024.

Members extended their thanks to s 9(2)(a) and all staff who contributed to the report.

5. Customer Data Platform Proposal

Members noted that this initiative was allocated in the Budget, driven by national requirements.

s 9(2)(a)

spoke to the proposal/presentation.

Key points:

- Platform that collates data and provides opportunities for re-enrolment
 - o Targeting people that are more likely to convert into enrolment
 - o Enables communication to targeted people
- Increase efficiency of marketing strategy
- CDP (Customer Data Platform) avoids privacy risk
- If we do not invest in this platform, we will not be able to target interested people in specific areas, very general marketing for the Wellington region and therefore costly.
- Te Pukenga endorsed this solution. No central solution.
- Part of the current marketing operational budget/ suppliers aware that there is no margin to increase the current cost ^{s 9(2)(b)} month and upfront project cost yet to be determined. _(iii)

Suggestion to the team:

- Aim at partnership within our Rohe
- Involve ICT
- Include international as they currently have no CDP (although they have CRM (Customer Relationship Management))

Members approved the approach in its discovery phase and asked the Marketing Team to progress noting that there will be no obligation to progress to Phase 2.

- **Digital Marketing Ecosystem Decommissioning Project, March 2024**

Members noted the paper and the decommissioning plan noting there will be no impact on Business Division marketing activities. All decommissioning tasks will be completed by 31 March 2024.

6. Tri 2 campaign

^{s 9(2)(a)} invited members to confirm areas or directions to follow for Tri 2 campaign noting there is an opportunity to revert to a Whitireia and WelTec brand (like 2021).

Members noted that the tohu was available for internal purposes (corporate stationery and collateral/gazebo).

7. Brand discussion

^{s 9(2)(a)} indicated that there will be a presentation on brand at the Senior Management Forum on 10 April. The slide deck will be circulated to JLT for their 9 April meeting.

8. Finance update including FMIS (Finance Management Information System) presentation

^{s 9(2)(a)} spoke to the finance report and the FMIS presentation.

Key points:

a. FMIS

- All Business Divisions will adopt this system over the year. Whitireia and WelTec are the first division to go live
- Timeline: 15 April Whitireia and WelTec are transitioning to Technology One CI Anywhere
- User Acceptance testing underway with training material being developed
- Roll out will prioritise Procurement and Accounts Payable to enable teams to further train staff

- Presentation to SMF on 10 April
- Impact: All existing POs and transactions up to 11 April will be imported into the new system and the old Tech One will be retired at that date.
- Change to the chart of accounts for coding: reintroduction to Programme numbers. In particular, the programme code will now become a part of this code and allow better reporting of contribution by programme. A cheat sheet of the new general ledger chart of account will be published soon to help with the transition.
- Workday adaptive (Late April/early May) will be rolled out to Budget holders over the next 3 months.

b. Finance update

- Forecast round end of the week
- Reforecast next week / cost centre by cost centre and circulated to the Team for consideration – due to Te Pukenga beginning May
- Personnel needs to be discussed further
 - o 3 priorities to be achieved for Council including doing better than expected results (particularly Expenditure) – the forecast will need to demonstrate this
 - o Tight fiscal year
 - o Te Whatu ora impact on overall funding envelope – how to manage unforecasted expense
- Update on Rohe 3 Revenue
- Contribution view and relativities provided in the papers
- 4% Remuneration is inclusive of Academic promotions

9. Remuneration 2024

s 9(2)(a)

spoke to the proposal.

Background to the recommendation:

- PPR (PERFORMANCE PLANNING & REVIEW) due end of April
- Based on a 4% increment has been approved by Te Pūkenga for kaimahi covered by IEA (Individual Employment Agreement), which for WandW equates to approximately \$848,841. This applies to 242 kaimahi currently.

Key points:

The recommendation seeks approval for an additional budget allocation to facilitate the various stage of the review process, particularly to:

- Align kaimahi with the current 2023 market rates. We have calculated this to be approximately \$10k, there are four kaimahi s 9(2)(a) and two from s 9(2)(a)
- Allow funds for WandW academic promotion process, reviewed in August, and finalised in October. When kaimahi are promoted to the appropriate SASM and PASM bands, we estimate the increased amount to be approximately \$50k.

Members suggested that Academic progression be deferred to November like last year.

Members noted that the ability to confirm the funds for academic promotion would depend on Te Whatu Ora impact.

Members queried confirmation of where the personnel budget for ICT was sitting given that this specific budget was forecasted in National Office. s 9(2)(a) to follow up with s 9(2)(a) and confirm.

10. 2025 programme portfolio

s 9(2)(a)

spoke to a verbal update.

Key points:

- Draft being developed, discussion document to be circulated prior to release
- Release for consultation: 10 April pm

- 1 month Consultation
- Will include space shifts and space repurpose
- Will include budget considerations

11. SMF topics

Members noted the Senior Management Forum membership has been confirmed and invited to attend the 2024 meetings. SMF membership will be updated from time to time as required.

Themes would be planned for the 2024 year and circulated.

10 April meeting will include brand presentation, FMIS roll out and Privacy.

Items for Discussion and Transition Matters

12. Delegations (Council update)

Members noted that Senior Leaders for Whitireia and WelTec were Mark Oldershaw, s 9(2)(a). This will be communicated to Senior Management Forum at the next meeting (10 April).

Delegation letters for Whitireia and WelTec would be issued as a next step.

Mileage remittance/Timesheet process to be reviewed. s 9(2)(a) to discuss further with s 9(2)(a)

13. WiseNet

Members noted that

14. Risk register (26 March 2024)

Focus areas noted:

- Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- Transition and Transformation** – Disestablishment of Te Pūkenga in the future generating uncertainty for kaimahi and ākonga.
- Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.

Members noted Risks were managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.

Items for Information

15. 2024 workplan

Workplan noted.

16. General Business

- Petone options walk through on 26 March
s 9(2)(a) attended the hui (Executive Director not able to attend as it coincided with the Minister of Education from Timor Leste.
- Recognition of Prior Learning (RPL) Project update
 - Reengaging with Wellington and the wider region/employer etc
 - Not an engagement with iwi/mana whenua/pacific
 - Small team s 9(2)(a)

- Workplan being developed
- c. Leave
Members noted:
 - Mark Oldershaw s 9(2)(a)
 - s 9(2)(a) will be on Annual leave from 3 to 5 April 2024.
 - s 9(2)(a) will be on Annual leave from 4 to 5 April 2024.
- d. Teams movements
 - s 9(2)(a) and her team moving to s 9(2)(a) team
- e. s 9(2)(a) to be invited to attend every second meeting.
- f. Data breach last week, Te Pukenga and Privacy Office across it.
- g. Graduation
s 9(2)(a) unable to attend. s 9(2)(a) to convey to s 9(2)(a) representation on stage at graduation.
- h. Partnership with Ngāti Toa
Ongoing discussions for opportunities of collaboration with Te Ati Awa and Raukawa
- i. Hosting of International Delegation
Successful hosting of the Timor Leste Minister of Education
- j. Health and Safety
s 9(2)(a) to follow up with CVLS re fire exit level 2
- k. Childcare update
Next steps progressing

Meeting closed with a Karakia Whakamutunga at 4pm.

Action required	Action by	Due date
Remuneration 2024	s 9(2)(a) to follow up with s 9(2)(a) and confirm.	ASAP
Mileage remittance/Timesheet process to be reviewed.	s 9(2)(a) to discuss further with s 9(2)(a) and review the process to be aligned to delegations.	ASAP
Delegations letter	s 9(2)(a)	ASAP
WiseNet	Include in next meeting's agenda	ASAP
Privacy	to be included on SMF agenda for 10 April	10 April
Conflict of interest	Process To be included on JLT's agenda	9 April

MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Tuesday 9 April 2024, 2pm via Teams

Present:

Mark Oldershaw, Executive Director, *Chair*

s 9(2)(a)

Apologies: s 9(2)(a)

In attendance:

s 9(2)(a)

(1pm to 3pm)

s 9(2)(a)

(2.17pm to 2.46pm)

s 9(2)(a)

(2.50pm to 3pm)

s 9(2)(a)

minutes

Mark Oldershaw opened the meeting with a karakia.

1. Executive Director welcome – Te Pūkenga & Rohe 3 updates

Te Kāhui Auaha update/Water flooding event – 9 April

- Building closed until further notice
- Internal and external Comms released
- Team investigating alternative facilities for gratis (Mark Oldershaw to follow up with s 9(2)(a))
- CIMS processes activated to suit this exceptional event.

2. Conflicts of Interest and Confirmation of Register of Interests

Noted – no change – Process discussed under item 7.

Items for Decision

3. Minutes 26 March 2024 meeting

Minutes of the 26 March meeting were approved as presented.

s 9(2)
(a)

Oldershaw/Carried

4. Move to 1 Artena instance

Mark Oldershaw spoke to the agenda item prepared by s 9(2)(a), Registrar.

Key points:

- Timing and strategy noting schedule is yet to be confirmed
- Benefits ++
- Will require Te Pūkenga decision

Members endorsed the proposal for Whitireia and WelTec to proceed with merging into one instance of Artena subject to timing with other projects and teaching calendars.

Oldersha ^{s 9(2)}_(a) arried

Action: Submission to Te Pūkenga to follow with recommendation above.

5. FMIS (Finance Management Information System) update

^{s 9(2)}_(a) provided an update on the upcoming rollout of the new Finance system.

Key points:

- Transition in May
 - o **8 May:** Current Technology One will be closed on 8 May (will include payment run)
 - o Existing Purchase Orders will need to be reissued
 - o **13 May:** New Technology One system will be used for financial processing
- Finance Team currently developing user training material.
- Biggest impact is on Accounts payable
- End user training to be scheduled over coming weeks
- Wisenet impact

Action: Mark Oldershaw to follow up with ^{s 9(2)}_(a) and invite him to a next meeting to discuss workplan for the year.

6. Forecast 2024 update

^{s 9(2)}_(a) spoke to the update and members noted the following key points:

- Te Pūkenga is developing a new Enterprise Performance Management solution for budgeting and forecasting.
- In the meantime, forecasting will be provided in Excel
- Finance Team is currently finishing March month end
- Revenue slightly up and expenditure slightly down

Draft forecast will be provided in Excel to Director Teaching and Learning this week.

7. HR update and Remuneration 2024

a. Remuneration 2024

^{s 9(2)}_(a) spoke to an update on the Rem 2024 proposal process.

Background to the recommendation:

- PPR (PERFORMANCE PLANNING & REVIEW) due end of April
- Based on a 4% increment has been approved by Te Pūkenga for kaimahi covered by IEA (Individual Employment Agreement), which for WandW equates to approximately \$848,841. This applies to 242 kaimahi currently.

Key points:

The recommendation, presented to members at last hui, seeks approval for an additional budget allocation to facilitate the various stage of the review process, particularly to:

- Align kaimahi with the current 2023 market rates. We have calculated this to be approximately \$10k, there are four kaimahi in ^{s 9(2)}_(a) and two from ^{s 9(2)}_(a)

- Allow funds for WandW academic promotion process, reviewed in August, and finalised in October. When kaimahi are promoted to the appropriate SASM and PASM bands, we estimate the increased amount to be approximately \$50k.

At the last hui members queried confirmation of where Personnel cost was budgeted for some specific teams (Business Divisions vs National Office). s 9(2)(a) confirmed that all Personnel cost on the WandW payroll system (when budget was done in 2023) is included in the 2024 WandW budget.

Members also noted it was challenging to integrate PPR when some staff were also reporting to National teams.

Action/Next steps:

1. s 9(2)(a) to confirm the reforecast by end April noting this will inform what the figure amount available is for the Business Divisions;
2. PPR discussions will form the basis of recommendations for performance-based rem movements;
3. Sign off by Executive Director will follow.

b. SMF topics 10 April

- PPR
- Privacy
- Conflicts of Interest (to be done in conjunction with PPR)
- Academic Promotion
- Wellbeing procedures
- Delegations update (letters to be issued by HR in conjunction with Finance)

8. 2025 programme portfolio

s 9(2)(a) spoke to a verbal update on 2025 programme portfolio next steps and timeline.

- Feedback yet to be received;
- Decision by end of May;
- Prospectus to be aligned with decision.

9. Brand update presentation prior to SMF 10 April

Members reviewed/endorsed the presentation content.

10. SMF topics

Paper taken as read noting 7b. above. No further changes.

Items for Discussion and Transition Matters

11. WiseNet

Discussed in conjunction with item 4.

12. Risk register (9 April 2024)

Focus areas noted:

- a. **Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- b. **Transition and Transformation** – Disestablishment of Te Pūkenga in the future generating uncertainty for kaimahi and ākonga.

- c. **Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.

Members noted Risks were managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.

Items for Information

13. 2024 workplan

Workplan noted.

14. General Business

1. Graduation

Karanga – s 9(2)(a) to lead.

2. Childcare update

Next steps progressing

Meeting closed with a Karakia Whakamutunga at 3pm.

ACTION POINTS

Action Point	Action by	Due date	Status
1. Move to 1 Artena instance	Submission to Te Pūkenga to follow with recommendation above.		Completed
2. ICT 2024 workplan	Mark Oldershaw to invite s 9(2)(a)	6 May?	progressing
3. Remuneration 2024	Managers - as per process outlined under 7a. 1. s 9(2)(a) to confirm the reforecast by end April noting this will inform what the figure amount available is for the Business Divisions; 2. PPR discussions will form the basis of recommendations for performance-based remuneration movements; 3. Sign off by Executive Director will follow.	By end April	progressing
4. Mileage remittance and Timesheet process to be reviewed.	s 9(2)(a) to discuss further with s 9(2)(a) and review the process to be aligned to delegations.	ASAP	progressing
5. Delegations update - letters	s 9(2)(a) to prepare Delegations update - letters to align to Delegations Policy (v5).	ASAP	Drafting underway

MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Monday 22 April 2024, 11am via Teams

Present:

s 9(2)(a) (Director Teaching and Learning), *Chair*

Apologies:

Mark Oldershaw, Executive Director

s 9(2)(a)

In attendance:

s 9(2)(a) Regional Finance Director (11am to 12noon)

s 9(2)(a) *minutes*

s 9(2)(a) opened the meeting with a karakia.

1. Executive Director welcome – Te Pūkenga & Rohe 3 updates

s 9(2)(a) chaired the meeting.

Update from Te Kāhui Auha flooding (9 April)

- Return to BAU
- Damage to wall/investigation underway – in-house repairs to our cost.

2. Conflicts of Interest and Confirmation of Register of Interests

Remove:

(For s 9(2)(a))

- Chair Independent Assessment Panel – Te Putahitanga o Te Waipounamu
- Chair s 9(2)(a)

3. Minutes 9 April 2024 meeting

Minutes of the 9 April 2024 meeting were noted as presented.

Action points update: refer appendix

4. Finance update

s 9(2)(a) spoke to the Finance update provided as part of the papers.

Key points:

- **Remuneration update:** work progressing within total original budget for personnel this year (Redundancies yet to be factored in)
- **Room booking charging (including gratis rules):** rules to be reinforced.
- **Porirua Licence to occupy**
Action: s 9(2)(a) to follow up with Mark Oldershaw
- **Vet nursing:** Discussed and agreed that cost for course materials (mannequins) be progressed as it was required (Level 4, Level 6 next year)
- **FMIS:** test environment and data check progressing prior to migration

5. SMF topics

- **May:** Privacy to be 30mn 101 session/ involve s 9(2)(a) through Ethics and Research committees /cybersecurity and data protection
- **August:** too early for Budget 2025 update
- **November:**
 - Budget 2025
 - Reflections and 2025 focus to be in November at the same forum

Items for Discussion and Transition Matters

6. Risk register (22 April 2024)

Focus areas noted:

- Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- Transition and Transformation** – Disestablishment of Te Pūkenga in the future generating uncertainty for kaimahi and ākonga noting there is no clear timeline communicated.
- Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.

Risks are managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.

Items for Information

7. Te Awarua Quarterly Report Jan-March 2024

Report noted.

8. 2024 workplan

Workplan noted.

9. General Business

a. Teams update

- JLT Meeting with Gus Gilmore – 8 May at 2pm at Te Auaha and online via Teams.

b. Governance Advisory relationship

The statement below was discussed noting it is an excerpt from almost every programme document at Whitireia and WelTec.

For members to discuss and consider what changes might need to be made or actions to ensure that the change from TP back to business units is appropriately recorded.

2.1 Te Tiriti o Waitangi

The Education Act 1989 requires that the principles of Te Tiriti o Waitangi the founding document of Aotearoa New Zealand are acknowledged. Whitireia and WelTec are Crown entities that have established governance and executive advisory relationships with Mana Whenua, Ngāti Toa Rangatira and Te Ātiawa in recognition of the important role of Māori.

Additional reference: [Te Tiriti o Waitangi \(sharepoint.com\)](https://sharepoint.com)

It was noted this statement was a reference to previous Whitireia and WelTec policies. Currently all policies were driven by [the Letter of Expectations](#) so all changes were subject to future legislation and NZQA endorsement.

c. Marketing update

Update noted.

Meeting closed with a Karakia Whakamutunga at 12noon.

ACTION POINTS

Action Point	Action by	Due date	Status
1. Move to 1 Artena instance	Submission to Te Pūkenga to follow with recommendation above.		Completed
2. ICT 2024 workplan	Mark Oldershaw to invite s 9(2)(a)	6 May	Completed
3. Remuneration 2024	Managers - as per process outlined under 7a. 1. s 9(2)(a) to confirm the reforecast by end April noting this will inform what the figure amount available is for the Business Divisions; 2. PPR discussions will form the basis of recommendations for performance-based remunements; 3. Sign off by Executive Director will follow.	By end April	progressing
4. Mileage remittance and Timesheet process to be reviewed.	s 9(2)(a) to discuss further with s 9(2)(a) (signing should be at Director level).	ASAP	progressing
5. Delegations update letters	s 9(2)(a) to prepare Delegations update - letters to align to Delegations Policy (v5).	ASAP	Completed noting we expect a further iteration of the Delegations Policy to be released on 9 May.
6. Porirua Licence to occupy	s 9(2)(a) to follow up with Mark Oldershaw	ASAP	progressing

MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Monday 6 May 2024, 11am via Teams

Present:

Mark Oldershaw, Executive Director, *Chair*

s 9(2)(a)

Apologies:

s 9(2)(a)

In attendance:

Caroline Seelig, Specialist Advisor, from 11.15am to 12.07pm

s 9(2)(a)

Rohe 3, from 12.10pm to 1pm

s 9(2)(a)

s 9(2)(a)

minutes

s 9(2)(a)

opened the meeting with a karakia.

1. Executive Director welcome – Te Pūkenga & Rohe 3 updates

- Overview on Specialist advisors and deliverables
 - o Cabinet paper required late June/early July.
 - o Caroline Seelig has already met with UCOL.
- Challenges
 - o Unified funding noting Modelling has assumed that UFS is replaced with SAC 3+ for ITPs and UFS remains for WBLs.
 - o Timing for redistribution of funding

2. Conflicts of Interest and Confirmation of Register of Interests

Noted. No change.

3. Minutes 22 April 2024 meeting

Minutes of the 22 April 2024 meeting were noted as presented.

Action points update: refer appendix.

4. Specialist Advisor, Caroline Seelig

Key points:

Caroline Seelig is one of the 7 Specialist advisors reporting to a disestablishment Committee and developing advice for to Te Pūkenga Council:

- Chris Collins, former Chief Executive - EIT and Interim Chief Executive - Te Pūkenga
- Tony Gray, former Chief Executive - Ara and NMIT
- Caroline Seelig, former Chief Executive Open Polytechnic
- Tim Ward, former SIT Council Member
- Jim Mather, former Chief Executive Te Wānanga o Aotearoa

- Bruce Robertson, former Director of Te Pūkenga Work Based Learning and Chair of ServiceIQ
- Sharon Shea, former chair, health and disability sector and Māori wellbeing, Māori Health Authority

Caroline Seelig assigned ITPs:

- Open Polytechnic
- Whitireia & WelTec
- UCOL
- NMIT

Caroline Seelig has met with the staff committee, Committee Māori, Learner Committee, Leadership Team, Council, Audit and Finance.

Current activities include:

- Gathering information
- Starting the writing process
 - o WBL component (Bruce)
 - o Role of Open Poly (Caroline)
 - o Central services (Caroline/Tony/Chris)

Questions to Caroline

- *What is critical to a well-functioning ITP for the future?*
 - o Establishing Viability on Day 1, key components being size and interdependencies with the place of work-based learning in the system;
 - o Ensuring the institutions are reflective of the community;
 - o Enabling the institutions to regain their active roles in Industry training and community education.

Questions/key points from members

- Viability relies on ACE funding, ability to operate differently with managed apprenticeships and ability to diversify revenue streams;
- Relationships with mana whenua have been maintained in the last 3 years with great initiatives (i.e., vaccinations, try-a-trades, Matariki cohort, micro-credentials);
- Staff have been working with a kawenata approach (research, WaiOra services), Te Awarua and Tamaiti Whangai;
- Other examples signalled of ongoing partnerships included MPTT.

Challenges outlined

- Viability relies on economies of scale: i.e., partnerships, to enable delivery of some programmes that are important for our communities and not viable on our own;
- An improvement plan is feasible provided the rules are not changed short term;
- Multitude of compliance costs and reporting requirements;
- Historical financial/lease burden – have the ability to start on equal footing;
- Limited ICT expenditure;
- 2025 budget needs to reflect even opportunities across the board;
- Central functions might be useful for some but not necessarily for all.

Other key points

- WBLs as education providers – can deliver differently to Polytechs;
- Very few organisations could be viable on their own;
- Regional competition analysis noted;
- Recognise the provision of delivery is more than the physical skills;
- Low trust environment – i.e., complexity of funding process (Quick wins and Manaaki).

Next steps and timeline

- Written report in the next 4 weeks;
- End of June, Minister will report to Cabinet;
- Some ITPs might be set up at the end of the year.

5. Digital Operations Lead, s 9(2)(a)

Key points on capital projects, timing, and priorities:

- o Business case for core network switches at Porirua progressing noting these will be done this year.
- o Staff devices upgrade stocktake progressing.
- o Observation around over investment and unused equipment
- o Observation around classroom set up, WIFI and BYOD
- o Unclear ratios on equipment vs BYOD
- o Need for loan kits for some learners.
- o DXC, cost increase – options of relocation investigated noting Logical solution seems to be cloud-based — 3 months factored in with cost increase in recent reforecast.
- o IT school and confirming it operates out of Petone, noting some micro-credentials are delivered at Porirua via Ngati Toa. Noting that requirements need to be around enabling the rendering animation for gaming.
- o **Security awareness training** – to be rolled out to WandW staff via Moodle. Noting daily security threats.
 - To be rolled out to Leadership Team
 - To be communicated at SMF and to staff**Action: Mark Oldershaw to follow up next steps with s 9(2)(a)**
- o Regional Digital Capability Sharing during the current transition period to be shared with the team.
Action: Mark Oldershaw, s 9(2)(a) to circulate to members
- o Security champions? The staff member has resigned.
- o Increase resilience in the workplace moving responsibilities to frontline.
- o Student management system upgrades, DSR and Artna to WiseNet progressing.
Action: Mark Oldershaw to follow up with Gus Gilmore
- o s 9(2)(a) will attend on a 6-weekly basis.
- o Rohe 3 resourcing will remain (Application/Infrastructure/Service Desk).

6. Finance update

Key points:

- **Remuneration update:** noted discussion to be scheduled for next meeting.
- **FMIS:** roll out progressing as scheduled.

7. 2026 Academic Calendar

Resolved: Members approved the 2026 Academic Calendar as presented.

s 9(2)(a)

Carried

8. SMF topics

Noted.

Items for Discussion and Transition Matters

9. List of 2024 Projects and priorities for updating

Noted.

10. Risk register (6 May 2024)

Focus areas noted:

- a. **Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- b. **Transition and Transformation** – Disestablishment of Te Pūkenga in the future generating uncertainty for kaimahi and ākonga noting there is no clear timeline communicated.
- c. **Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.

Risks are managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.

Items for Information

11. 2024 workplan

Workplan noted.

12. General Business

a. Teams update

- JLT Meeting with Gus Gilmore – 8 May at 2pm at Te Auaha and online via Teams.
- JLT Meeting with TEC s 9(2)(a) – 21 May, 10am online

b. Governance Advisory relationship

To be discussed at the next meeting.

Meeting closed with a Karakia Whakamutunga at 1pm.

ACTION POINTS

Action Point	Action by	Due date	Status
1. Remuneration 2024	Managers - <i>as per process outlined under 7a.</i> 1. s 9(2)(a) to confirm the reforecast at next meet noting this will inform what the figure amount available is for the Business Divisions. 2. PPR discussions will form the basis of recommendations for performance-based rem movements. 3. Sign off by Executive Director will follow.	At next meeting	Progressing
2. Mileage remittance and Timesheet process to be reviewed.	s 9(2)(a) to discuss further with s 9(2)(a) (signing should be at Director level).	ASAP	Progressing

3. Delegations update - letters	s 9(2)(a) to prepare Delegations update - letters to align to Delegations Policy (v5).	-	Completed
4. Porirua Licence to occupy	s 9(2)(a) to follow up with Mark Oldershaw	ASAP	Progressing
5. Security awareness training	Mark Oldershaw to follow up next steps with s 9(2)(a)		Progressing
6. Regional Digital Capability Sharing during the current transition period	Mark Oldershaw, s 9(2)(a) to circulate to members		Completed Link
7. Invite s 9(2)(a) 6-weekly			Completed

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MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Tuesday 21 May 2024, 11am via Teams

Present:

Mark Oldershaw, Executive Director, *Chair*

s 9(2)(a)

Apologies: Nil

In attendance:

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

s 9(2)(a)

PCW from 11:58am to 1:06pm

from 12:00pm to 1:10pm

, minutes

s 9(2)(a)

opened the meeting with a karakia.

1. Executive Director welcome – Te Pūkenga & Rohe 3 updates

- TEC meeting debrief.

Members acknowledged a useful and informative session with s 9(2)(a) TEC held the same morning.

- Ako Delivery Leadership Team Meeting, Christchurch, 22 May

Discussion points will include:

- Health, Safety and Wellbeing update
- Programmes Unification
- Disestablishment PMO update
- Finance & Property and forecasts update

Members noted an update on WiseNet would be useful to guide next steps as well as pathways learner support and MPTT funding queries raised with TEC earlier the same morning.

SSG funding – Members noted that SSG and equity funding based on the TEC rules has to be targeted and adjusted. Members sought a return to the original SSG allocation to avoid putting Level 1 SSG at risk.

2. Conflicts of Interest and Confirmation of Register of Interests

Noted. No change.

3. Minutes 6 May 2024 meeting

Minutes of the 6 May 2024 meeting were noted as presented.

Action points update refer appendix.

4. PCW update - s 9(2)(a)

Key points:

Discussion points included Remuneration 2024 (including nursing market allowance), Christmas closedown, Wellbeing allowance.

a. **Remuneration 2024:** refer to discussion under agenda item 6.

b. **Delegations update:**

No update available at the time of the meeting.

Action: s 9(2)(a) to confirm timeframe for next update.

c. **Christmas closedown and campus closure:**

- Timing discussed taking into account last year's model/3 weeks break, addressing high leave balances, campus shutdown and savings
- Enrolment teams could operate remotely during the break provided that high leave balances be addressed before that time
- Leave planning must start as soon as possible.

Resolved: That Whitireia and WelTec campuses will be closed from Friday 20 December 2024 reopening on Monday 13 January 2025.

s 9(2)(a)

Carried

d. **Wellbeing allowance**

- Trialled over 18 months
- Scope discussed noting Intent was to support staff doing physical exercise, based on Te whare tapa whā
 - The four dimensions of Te whare tapa whā are Taha tinana (physical wellbeing), Taha hinengaro (mental wellbeing), Taha wairua (spiritual wellbeing) and Taha whānau (family wellbeing)
- Managers to be involved in determining what staff needs

Action: s 9(2)(a) to finalise a recommendation for further consideration

5. Finance update

Key points:

- FMIS live
- Next step will see WorkDay Adaptive for budget holders and reporting.
- Confirmation of Capital budget
- Porirua server room need shifting from A Block to E block server room or Wikitoria Katene server room
- Staffing space layout to be revisited for cohesive and connected environment

Action: s 9(2)(a) to further discuss with s 9(2)(a) and present outcomes/proposal for further discussion with all members

- s 9(2)(a) reporting back to Mark Oldershaw (effective 20 May 2024)
- Financial projections 2025-2028 updated for all Business Divisions within Rohe 3 – projecting 3% Domestic and s 9(2)(b)(ii) International growth to build into Investment plan in July for 2025 Budget.
- Te Pūkenga yet to confirm Timing of major Reforecast noting it would be useful for reforecast to occur after Tri 2 is stabilised.
- Finance programme next steps still to be confirmed subject to Minister's expectations.
- Learner Journey

Table 5

FTE by Team	Month Change	2024 YTD Actual	2023 YTD Actual	Yr Var.	FY Forecast
Executive Director	0.1	5.1	7.4	2.3	4.5
Marketing	0.1	6.5	5.9	-0.6	8.5
Budgeted saving	0.0	0.0	0.0	0.0	0.0
Teaching & Learning	5.5	346.4	368.1	21.7	357.4
Kaiwhakahaere Maori	0.0	6.9	6.4	-0.5	7.0
Learner Journey	0.3	61.7	53.1	-8.6	65.2

Action: s 9(2)(a) to confirm variation and cell reference (Learner Journey)

6. Remuneration review

Key points:

a. Nursing market allowance discussion key points:

- How do we manage the remuneration for nursing kaiako and managers given 2024 Te Whatu Ora rates 2 steps lifting (July 2023 and September 2024)?
 - No national directive to date - Divisional/regional approach
 - Abating the allowance as salaries rise? Not certain as there are some cost issues aligned with this approach.
 - Current structure of the nursing allowance – work is starting now on alterations to structure.
- Members noted that this expectation/decision has created inequities that will be difficult to retract and require consistent messaging across each Business Division that is delivering Nursing.
- For 2024, it is assumed that the market allowance will remain and that the 4% increase is applied to the individual base salary.

b. IEA Remuneration Review

s 9(2)(a) spoke to the proposed approach.

Members noted that:

- There is no longer specific limitation from a public sector perspective;
- Budget assumed 4%;
- Criteria discussed: performance, impression, no current date to compare to position and range;
- Need to acknowledge exceptional performance.

Resolved: Members agreed on a flat 4% and approved the 2024 WandW remuneration review process for IEAs as detailed in this paper.

s 9(2)
Oldershaw(a)
Carried

Members noted that the focus should be on FTE number.

7. Programme portfolio 2025

Key points:

- More analysis progressing.
- Recommendation to be provided next week noting more time required.
- L5 cert in EVs online for Tri 1 – confirmed and definitive

- Te Aho o Te Kura Pounamu – 2024 agreement to review and ensure the requirements related to EDUMIS compliance are met.

Action: s 9(2)(a) - review terms for 2024 outstanding agreement

8. SMF topics

Noted.

Items for Discussion and Transition Matters

9. List of 2024 Projects and priorities for updating

Members reviewed the [current list](#) and considered the following for each project:

- Update
- Priority
- Focus

Members discussed the document layout and suggested Te Pae Tata be used as next step.

Action: s 9(2)(a) to transfer the list on Te Pae Tata template.

10. Issues and Risk report (21 May 2024)

Focus areas noted:

- Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- Transition and Transformation** – Disestablishment of Te Pūkenga in the future generating uncertainty for kaimahi and ākonga noting there is no clear timeline communicated.
- Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.

Risks are managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.

Items for Information

11. 2024 workplan

Workplan noted.

12. General Business

a. Teams update

- 28 May needs to be rescheduled to 4 June.
- Te Tiriti commemoration – 19 June

Action: s 9(2)(a) to follow up with Ngāti Toa and confirm next steps

b. Governance Advisory relationship

- No formal Governance advisory
- MOUs in place are partnerships.
- Needs to be a kōrero on these Te Tiriti partnerships if a question is asked on the day of moderation.
- Reconstituting this governance advisory needs to be considered as part of our transition ahead.
- Will be discussed at the extended Management Team meeting the following week.

Action:

- Discuss further with feedback from upcoming extended Management Team meeting.
- Note at Ako Delivery Leadership Team Meeting, Christchurch, 22 May

Meeting closed with a Karakia Whakamutunga at 1.15pm.

ACTION POINTS

Action Point	Action by	Due date	Status
1. Remuneration 2024	Next steps progressing	-	progressing
2. Mileage remittance and Timesheet process to be reviewed.	s 9(2)(a) to investigate Tech One solution for expenses.	Discussed	Progressing
3. Delegations update - letters	s 9(2)(a) to seek confirmation on delegation's update	-	Completed
4. Porirua Licence to occupy	Mark Oldershaw s 9(2)(a) to follow up with Ngāti Ioa on next steps to progress the masterplan and enable space bookings efficiently. Valuer engaged and work to start within 3 weeks.	-	Ongoing
5. Security awareness training	Mark Oldershaw to follow up next steps with s 9(2)(a)	-	Progressing
6. Wellbeing allowance	s 9(2)(a) to finalise a recommendation for further consideration	-	-
7. Staffing space layout	s 9(2)(a) to discuss further with s 9(2)(a) and present outcomes/proposal for further discussion with all members	-	-
8. Finance update	s 9(2)(a) to confirm variation and cell reference (Learner Journey)	-	-
9. Te Aho o Te Kura Pounamu	s 9(2)(a) to review terms for 2024 outstanding agreement.	-	Progressing
10. 2024 List of priorities	s 9(2)(a) to transfer the list on Te Pae Iata template.	-	Completed
11. Te Tiriti Commemoration – 19 June	s 9(2)(a) to follow up with Ngāti Ioa and confirm next steps	-	Completed
12. Governance Advisory relationship	1. Discuss further with feedback from upcoming extended Management Team meeting. 2. Mark Oldershaw to note at Ako Delivery Leadership Team Meeting, Christchurch, 22 May	-	-

MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Monday 17 June 2024, 11am via Teams

Present:

Mark Oldershaw, Executive Director, *Chair*

s 9(2)(a)

s 9(2)(a)

rom 11.15am

Apologies: Nil

In attendance:

s 9(2)(a)

11.48am to 12.08pm

s 9(2)(a)

minutes

Mark Oldershaw opened the meeting with a karakia.

1. Executive Director welcome – Te Pūkenga & Rohe 3 updates

- Ako Delivery Leadership Team Meeting – 19 June, Auckland
 - o s 9(2)(a) will attend (following Keri-Anne Tane departure)
- Te Pūkenga Finance update
 - Have recently left:
 - o Michelle Teirney, CFO, last day 14 June, noting Phil O’Callaghan will lead the Finance team as Interim CFO 3 days a week
 - o s 9(2)(a)
- Cabinet paper due within a week
- Upcoming 6 weeks Consultation led centrally by MOE/TEC similar to ROVE
- [2025 Te Pūkenga Investment Plan Update](#)
 - o Noting application for MPTT remains separate (to be submitted by July)
 - o Summary of activities 1000 words due this week (s 9(2)(a) to circulate a draft for feedback)
- [Delegation register update](#)

2. Conflicts of Interest and Confirmation of Register of Interests

Noted. No change.

3. Minutes 21 May 2024 meeting

Minutes of the 21 May 2024 meeting were noted as presented.

Action points update: refer appendix.

Items for Discussion and Transition Matters

4. Finance update

Key points:

- First month end for the new system
 - o Will require tidy up in the upcoming June month end;

- Risk of not achieving forecast is the provisioning (dependencies to cabinet decision impact).
- New system next steps
 - Additional Management accountant needed to support the volume of work required;
 - Workday Adaptive will include enrolment and FTE.

5. Digital agency CDP proposal

Members noted the benefits of a CDP solution with user stories as examples, the timeline of implementation, the revision of costings within the current marketing budget forecast.

Data and privacy requirements: Members asked for data integrity and privacy being maintained/ ie robust solution.

Members noted a presentation will be delivered at SMF on 24 July.

RESOLVED: Members agreed on the proposed recommendation to move ahead as outlined subject to the data integrity and privacy being confirmed with Digital and reported back at next meeting.

Oldershaw ^{s 9(2)(a)}
Carried

Action: ^{s 9(2)(a)} to follow up with Digital and report back on 1 July meeting.

6. Digital update

Members noted:

- Some visibility around digital strategy needed;
- Artna to Wisenet is delayed significantly (not until next year), Once instance of Artna might be needed but will require Te Pūkenga decision;
- Moodle repairs during the day with very little notice.

Action: Mark Oldershaw ^{s 9(2)(a)} to meet with ^{s 9(2)(a)} to discuss timetable of events

7. SMF topics for validation

- **24 July:**
 - Finance and Property update
 - Structure and Consultation update
 - ^{s 9(2)(a)} **chairsing unless Consultation is the key topic**

8. List of 2024 Projects and priorities – Te Pae Tata

^{s 9(2)(a)} spoke to the new document layout - Te Pae Tata.

Members endorsed the revised Collective approach: ***“Whitireia and WelTec/Te Pūkenga continue to give effect to Te Tiriti o Waitangi partnerships and respond to the needs and aspirations of learners and their whānau.”***

Members noted this was a living document, [available to all members](#), to be used as a tool to guide management, to record progress on significant issues and be discussed at every second hui.

Members noted that key projects can be added and signalled in the monthly update.

Items for Discussion and Transition Matters

9. Issues and Risk report (17 June 2024)

- **Focus areas endorsed**
 - a. **Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
 - b. **Transition and Transformation** – Disestablishment of Te Pūkenga in the future generating uncertainty for kaimahi and ākonga noting there is no clear timeline communicated.
 - c. **Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.
- **Process**

Risks are managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.
- **Risk assessment**

Members reviewed risks in Protecht: risks residual remain high despite best endeavours.

Items for Information

10. 2024 workplan

- Workplan noted.
- **Academic Calendar:** Registry to include school holidays when submitted for approval. (next will be 2027 Academic Calendar)

11. General Business

- a. **Te Pūkenga Monthly reporting** updated template presented;
- b. **Health and Safety:** Appointment of s 9(2)(a) to the position of s 9(2)(a) Whitireia and WelTec;
- c. **Annual Leave**
 - s 9(2)(a) on Annual Leave – 24 to 27 June 2024 (HR and financial delegations to Mark Oldershaw)

Meeting closed with a Karakia Whakamutunga at 12.57pm.

ACTION POINTS

Action Point	Action by	Due date	Status
1. Remuneration 2024		-	Letters distributed
2. Mileage remittance and Timesheet process to be reviewed.	s 9(2)(a) to investigate Tech One solution for expenses.	Discussed	Progressing
3. Porirua Licence to occupy	Mark Oldershaw , s 9(2)(a) to follow up with Ngāti Toa on next steps to progress the masterplan and enable space bookings efficiently.	-	Ongoing

	Valuer engaged and work to start within 3 weeks.		
4. Security awareness training			Progressing
5. Wellbeing allowance	<ol style="list-style-type: none"> s 9(2)(a) to meet with s 9(2)(a) to confirm process and approval workflow Next meeting will confirm process Comms to follow 		<p>Hui held/Follow up actions:</p> <ol style="list-style-type: none"> re-drafting of current Wellbeing Procedures progressing (s 9(2)(a)), create a customised form (instead of using the finance claim for reimbursement) s 9(2)(a) to modify the current wording/references to the wellbeing reimbursement on our Intranet (mainly in our HR spaces). s 9(2)(a)
4. Staffing space layout	<p>s 9(2)(a) to discuss further with s 9(2)(a) and present outcomes/proposal for further discussion with all members</p> <p>Te Kāhui Auaha Library – discussion deferred to post Cabinet decision</p>		Ongoing
5. Finance update	s 9(2)(a) to confirm variation and cell reference (Learner Journey)		Completed
6. Te Aho o Te Kura Pounamu	s 9(2)(a) to review terms for 2024 outstanding agreement.		Completed
7. Governance Advisory relationship	<p>Evidence – further discussion</p> <ol style="list-style-type: none"> s 9(2)(a) to follow up with s 9(2)(a) Mark Oldershaw to follow up with Toa Faneva on 19 June 2024 		
8. Digital agency CDP proposal	s 9(2)(a) to follow with Digital and report back on 1 July meeting		<p>Follow up progressing noting 24 June hui with s 9(2)(a) and Reason to discuss ICT requirements held.</p> <p>Further discussions and recommendations to follow. Privacy lens yet to be investigated. Further update to be provided at 15 July meeting.</p>
9. Digital update	<p>Mark Oldershaw s 9(2)(a) to discuss timetable of events (w/c 1 July)</p>		Progressing – hui scheduled (w/c 1 July)

MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Wednesday 3 July 2024, 1pm via Teams

Present:

Mark Oldershaw, Executive Director, *Chair*

s 9(2)(a)

until 2.20pm

In attendance:

s 9(2)(a)

minutes

Mark Oldershaw opened the meeting with a karakia.

1. Executive Director welcome – Te Pūkenga & Rohe 3 updates

- Ako Delivery Leadership Team Meeting held earlier on same day
- Cabinet paper due soon
- Upcoming 6 weeks Consultation led centrally by MOE/TEC similar to ROVE
- Upcoming Minister's visit 8 July -
 - o Members suggested the hui be held in one location, at Petone campus, Te Whare Awhina – rationale being we are one Business Division – Whitireia and WelTec.
 - o Minister visited NMIT on 1 July and UCOL on 2 July (Mark Oldershaw attended UCOL session)
 - o Key topics will include viability – background paper being updated and finalised
 - o Stakeholders review (group 25 max if one venue) and pre briefing progressing
 - o Communication will be critical after announcements in the coming weeks
- Upcoming Executive Directors hui, 10 July

2. Conflicts of Interest and Confirmation of Register of Interests

Noted Mark Oldershaw BackHouse Trust (UCoL) – Trustee

3. Minutes 17 June 2024 meeting

Minutes of the 17 June 2024 meeting were noted as presented.

Action points update: refer appendix.

Items for Discussion and Transition Matters

4. Finance update

Key points:

a. Finance

- o Budget 2025 process to be completed by end August for FRAC mid-September in Workday Adaptive
- o Team Consultation underway

b. Confirmation of fee setting parameters for 2025

CSSF - student services levy - 2025

2025 Pricing was discussed and approved by FRAC 1/07 the main points below were approved with the requirements that CFO and CEO approval is required.

1. Approve non-unified programme domestic tuition fees and compulsory course costs to be increased by the Annual Maximum Fee Movement (AMFM);
2. Discounts that satisfy the TEC funding conditions can be applied by business divisions subject to Te Pūkenga Delegations Policy;
3. Management set fees for unified programmes in agreement with TEC, once these programmes have been approved ;
4. Work Based Learning Intra Company Pricing fees increase by AMFM for any existing arrangements and for any new requirements continue the existing process with fees recommended by the WBL Executive Director, supported by the Regional Finance Director and approved in accordance with the Delegations Policy;
5. Work Based Learning External fees are negotiated by each WBL business division with their customers using CPI as a guide for fee increase required. ; and
6. Business divisions set the Compulsory Student Services Fee through the annual consultation process using a 4% CPI increase as a requirement to maintain existing service levels.

c. Sensitive Expenditure Police

Members noted the [Sensitive Expenditure Policy](#), which replaces the National Expenditure and Koha Policies, effective 1 July 2024, main changes being as follows:

Relevant Section	Change	Why
Policy Name	Previously National Expenditure Policy	Better reflects what is covered in this policy
Scope	Removed references to transition phase	
Delegations (all)	Updated to reflect control moving to regional leadership and reference to National Delegation Policy and Register	Inline with letter of expectations
2.4	Reimbursement claims must be in English or translated	Office of the Auditor-General guidance
2.5	Additions to policy include giving and receiving koha, sponsorship, credit card usage	Koha policy now incorporated to this policy. Office of the Auditor-General guidance for other items
3.2	Training and professional development removed from table	Covered in Learning and development Policy
4.8 – 4.18	Added new category for leaving gifts, end of year functions, celebrating success, catering internal / external meetings / what is not appropriate	Clarified standard practice
5	Koha section now included in this policy	Alignment with other expenditure in this policy
9.2	Expanded health and safety requirements/ disciplinary process around alcohol	Good practice

10	Removed reference to a specifically named travel provider	Good practice
10.8	Reminder to select most affordable travel option and not be influenced by personal airline loyalty reward.	Office of the Auditor-General guidance
10.9	Family member accompanying kaimahi on travel should purchase own insurance	No additional cost should be incurred by Te Pūkenga
10.15	Reintroduction of ability to have cash advance for international travel	Practicality of travelling in cash based countries
10.20	Included detail on what reimbursement is available for telephone calls/wifi/app-based ride share when travelling	Office of the Auditor-General guidance
10.23	International travel medical requirements updated to match policy	Good practice
10.38	Accommodation nightly rate limits have been updated	Inflation adjusted and GST Inclusive figure
10.43	Meals claim limits have been updated	Inflation adjusted and GST Inclusive figure
11	Detail on sponsorship	Office of the Auditor-General guidance
12	Detail on the use of council assets	Office of the Auditor-General guidance

The Sensitive Expenditure Policy has been published on Te Whare and Te Pūkenga website.

5. SMF topics for validation

- **24 July** – may be forwarded to **19 July** for 1 hour (yet to be confirmed)
 - Finance and Property update
 - Structure and Consultation update

6. List of [2024 Projects and priorities](#) – Te Pae Tata

Members noted that key projects can be added and signalled in the monthly update.

Items for Discussion and Transition Matters

7. Issues and Risk report (3 July 2024)

- **Focus areas endorsed**
 - a. **Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
 - b. **Transition and Transformation** – Disestablishment of Te Pūkenga in the future generating uncertainty for kaimahi and ākonga noting there is no clear timeline communicated.
 - c. **Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.

- **Process**
Risks are managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.
- **Risk assessment**
Members reviewed risks in Protecht:
Increase Change Management to **Inherent risk very high/Residual Risk very high.**
- **Rohe 3 Health and Safety May Risk report** was noted, noting **Health and Safety:**
Appointment of s 9(2)(a) to the position of s 9(2)(a) Whitireia and WelTec

Items for Information

8. 2024 workplan

- Workplan noted.

9. General Business

- a. s 9(2)(a)

Meeting closed with a Karakia Whakamutunga at 12.57pm.

ACTION POINTS

Action Point	Action by	Due date	Status
1. Remuneration 2024		-	Completed - Letters distributed Noting we are yet awaiting TEU ratification
2. Mileage remittance and Timesheet process to be reviewed.	s 9(2)(a) to investigate Tech One solution for expenses.	Discussed	Progressing
3. Porirua Licence to occupy	Mark Oldershaw, s 9(2)(a) to follow up with Ngāi Toa on next steps to progress the masterplan and enable space bookings efficiently. Valuer engaged and work to start within 3 weeks.	-	Ongoing
4. Cyber Security awareness training			Progressing
5. Wellbeing allowance	<ol style="list-style-type: none"> s 9(2)(a) to meet with s 9(2)(a) to confirm process and approval workflow Next meeting will confirm process Comms to follow 		Hui held/Follow up actions: <ol style="list-style-type: none"> re-drafting of current Wellbeing Procedures progressing s 9(2)(a), create a customised form (instead of using the finance claim for reimbursement) s 9(2)(a) to modify the current wording/references to the wellbeing reimbursement on our Intranet (mainly in our HR spaces). s 9(2)(a)
4. Staffing space layout	s 9(2)(a) to discuss further with s 9(2)(a) and present outcomes/proposal for further discussion with all members		Ongoing

	Te Kāhui Auaha Library – discussion deferred to post Cabinet decision		
5. Governance Advisory relationship	<i>Evidence – further discussion</i> 1. s 9(2)(a) to follow up with s 9(2)(a) 2. Mark Oldershaw to follow up with Toa Faneva on 19 June 2024		<i>Completed/can be removed</i>
6. Digital agency CDP proposal	s 9(2)(a) to follow with Digital and report at next meeting		a. Privacy lens investigated (1/7) - b. A subsequent meeting (3/7) with the Rohe 3 Digital Lead with Mark Oldershaw s 9(2)(a) outlined a different cost structure. Therefore, resubmission of the full paper including CDP cost endorsed by ICT reconsideration is required at a future meeting. Deep dive with Reason to understand the requirements that ICT would look to assess held (3/7)
7. Digital update	Mark Oldershaw s 9(2)(a) to discuss timetable of events (w/c 1 July)		hui held 3 July - Completed/can be removed
8. Comms Plan	For next agenda		actioned
9. Budget 2025	For next agenda		actioned

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MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Monday 15 July 2024, 11am via Teams

Present:

Mark Oldershaw, Executive Director, *Chair*

s 9(2)(a)

Apologies:

s 9(2)(a)

In attendance:

s 9(2)(a)

minutes

s 9(2)(a)

opened the meeting with a karakia.

1. Executive Director welcome – Te Pūkenga & Rohe 3 updates

- Te Pūkenga Council meeting, 11 July
- Upcoming Regional Executive Director / Transitional Leadership Team Hui 17 July (International, including pricing and Visa processing, Transitional process)

Action: Mark Oldershaw to signal WDCs impact at this occasion

- Digital update:

s 9(2)(a)

TEC) is joining Te Pūkenga on a secondment from TEC for two months to support the transition leadership team reporting to Gus Gilmore.

s 9(2)(a) will be working with s 9(2)(a) and the Digital team to achieve four things:

1. Supplement the work s 9(2)(a) already has underway, which is a stocktake of the Digital capability and capacity of the network and business divisions.
2. Provide Digital Leadership and support to the DSR Project.
3. Provide advice and be a critical friend to the business divisions as they think about the “new entities” and what digital capability and capacity they need (including what resources we need to budget for).
4. Support in anyway possible the Digital team and to help wrap up the above three tasks by year end.

2. Conflicts of Interest and Confirmation of Register of Interests

Noted

3. Minutes 3 July 2024 meeting

Minutes of the 3 July 2024 meeting were noted as presented.

Action points update: refer appendix.

Items for Discussion and Transition Matters

4. Financial update including Budget 2025

Members noted the update including:

- a. **Specific Specialist’s supporting information**

- Appendix 1: The 2023 Academic Performance mapped against 2023 Financial Performance (the Boston Matrix) information as prepared by ^{s 9(2)(a)} and provided to Teaching & Learning on 11 June 2024.
- Appendix 2: Trend Information covering financial performance 2013 – 2024 and EFTS information 2014 – 2024.

b. 2025 Budget Guidance and Timeline

Timeline:

○ EFTS submission to National	24 July
○ Sign off ELT	30 July
○ Final EFTS	30 Aug
○ Detailed Budget submission	30 Aug
○ Consolidation	10 Sep
○ Dragons Den review with REDs	18 Sep
○ ELT review	24 Sep
○ Draft to FRAC	27 Sep
○ ELT sign off	9 Oct
○ FAC approval	25 Oct

c. Draft 2025 Fee Schedule for consideration

Noted – feedback to ^{s 9(2)(a)}

Key points:

- It will be key to clarify expenditure to be incurred in the Digital space 2024/2025
Action: Meeting to be held ^{s 9(2)(a)}
- Forecast then Budget 2025 are next via WorkDay Adaptive, starting w/c 22 July
- 2025 Budget articulation will be critical
- Members noted challenges related to restructuring provision, market allowance for nurses, uncertainty and future of WBLs etc...
- EFTS forecast due w/c 22 July
- 30 July: Outcome for Creative Tech and Performing Arts will mark the last scheduled consultation processes from a Teaching delivery perspective.
- Confirmation process expected on 30 July will determine our funding going forward.
- Operating Capex due by 2nd week August
- Wellington Strategy: still progressing with a campus by campus approach
- Monitoring at programme level and reporting will be our key focus to adjust our position
- Improvement in contribution will be sought via ^{s 9(2)(a)}

5. Wellbeing allowance procedures

Members noted the revised procedures including reference to [Te Pūkenga Sensitive Expenditure Policy](#) noting a new email address (^{s 9(2)(a)}) should be set up to support this process.

Resolved: Members approved the Wellbeing allowance procedures as presented with the amendment noted above.

Mark Oldershaw ^{s 9(2)(a)}

Carried

Next steps will include comms via SMF, ED update once the form and process are finalised.

6. Comms Plan for Consultation and Financial Consultant Roles

- Minister's Key focus is on financial sustainability;
- Media ongoing interest;
- Expectation is that these specific specialists will meet with Management teams in the coming weeks;
- Comms will be shared once timeline and engagement are known in the next few weeks (likely w/c 29 July), Executive Director will sign-off all significant comms;

- Release of HR information via Executive Director, Financial information to be released via WorkDay adaptive.

Items for Discussion and Transition Matters

7. Issues and Risk report (15 July 2024)

- **Focus areas endorsed**
 - a. **Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
 - b. **Transition and Transformation** – Disestablishment of Te Pūkenga in the future generating uncertainty for kaimahi and ākonga noting there is no clear timeline communicated.
 - c. **Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.
- **Process**
Risks are managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.
- **Risk assessment**
Members reviewed risks in Protecht:
Increase Change Management to **Inherent risk very high/Residual Risk remains very high**.
- **Draft Risk framework**
No specific feedback on draft version.
- **Health and Safety**
Members encouraged further regular discussion and reporting via Health and Safety Committee.

Items for Information

8. 2024 workplan

- Workplan noted
- SMF (24 July to be deferred w/c 29 July)
- 2025 Workplan to be provided in next meeting's papers.

Action: To provide by 29 July meeting

9. General Business

a. Staff end of service process

- Some challenges with the completeness of the process ([link to current process](#)) – Training to managers and reminders (could be at SMF)

Action: Mark Oldershaw to follow up with s 9(2)(a)

b. Delegations

Mark Oldershaw overseas from 20 to 28 July 2024

Executive Director	Executive Director (Acting) - no HR & Financial delegations required	Incident Controller CIMS	Period
Mark Oldershaw s 9(2)(a)	s 9(2)(a)	s 9(2)(a)	20-28 July 2024 inclusive while in China

Meeting closed with a Karakia Whakamutunga at 1pm.

ACTION POINTS

Action Point	Action by	Due date	Status
1. Mileage remittance and Timesheet process to be reviewed.	s 9(2)(a) to investigate Tech One solution for expenses.	Discussed	Progressing
2. Porirua Licence to occupy	Mark Oldershaw s 9(2)(a) to follow up with Ngāti Toa on next steps to progress the masterplan and enable space bookings efficiently. Valuer engaged and work to start within 3 weeks.	-	Ongoing
3. Cyber Security awareness training			Progressing noting s 9(2)(a) is developing material - update coming up
4. Wellbeing allowance	1. Follow up actions 2. Comms to follow		Hui held/Follow up actions: a. create a customised form (instead of using the finance claim for reimbursement) (s 9(2)(a)) b. to modify the current wording/references to the wellbeing reimbursement on our Intranet (mainly in our HR spaces). (s 9(2)(a))
3. Staffing space layout	s 9(2)(a) to discuss further with s 9(2)(a) and present outcomes/proposal for further discussion with all members Te Kāhui Auaha Library - discussion deferred to post Cabinet decision		Action to be closed given this will be taken care of by s 9(2)(a) with a workplan and reporting going forward.
4. Digital agency CDP proposal	s 9(2)(a) to follow with Digital and report at next meeting		a. Privacy lens investigated (1/7) - b. A subsequent meeting (3/7) with the Rohe 3 Digital Lead with Mark Oldershaw s 9(2)(a) outlined a different cost structure. Therefore, resubmission of the full paper including CDP cost endorsed by ICT reconsideration is required at a future meeting. Deep dive with Reason to understand the requirements that ICT would look to assess held (3/7)
5. Digital expenditure 2024/2025	s 9(2)(a) to meet with s 9(2)(a) and clarify expenditure to be incurred in the Digital space 2024/2025		progressing
6. WDCs impact	Mark Oldershaw to raise at Upcoming Regional Executive Director / Transitional Leadership Team Hui 17 July		-

7. Staff end of service process	Mark Oldershaw to follow up with s 9(2)(a)		progressing
8. 2025 Workplan	Include for consideration at next hui		Provided in the papers

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MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Monday 29 July 2024, 1pm via Teams

Present:

Mark Oldershaw, Executive Director, *Chair*

s 9(2)(a)

Apologies for lateness:

s 9(2)(a) from 1.13pm

In attendance:

s 9(2)(a) from 1.30pm to 2pm

s 9(2)(a) *minutes*

s 9(2)(a) opened the meeting with a karakia.

1. Executive Director welcome – Te Pūkenga & Rohe 3 updates

- Te Pūkenga Council Health and Safety tour of Petone campus, 30 July 2024;
- Upcoming consultation: no further updates at the time of the meeting;
- Te Pūkenga Annual report to be tabled at Parliament in the coming days;
- Gus Gilmore's upcoming attendance at Select Committee;
- Engagement with PwC, 31 July for W&W and 1 August for UCOL – noting this is the discovery phase, primarily focussed on property. Documentation has been provided to the PwC team;
- SMF hui currently scheduled to be deferred to 7 August – [Link to presentation pack](#);
- Budget 2025 Guidelines:
 - o To be aligned with upcoming discussions with PwC
 - o Timeframe reviewed
 - o Contribution does not include space
- Internal Comms to include update on Property and Annual report;
- China tour debrief (21-28 July) Whitireia and WelTec as well as UCOL:
 - o Agreements signed subject to NZQA component not yet commenced
 - o UCOL participation
 - o Upcoming report from s 9(2)(a)

2. Conflicts of Interest and Confirmation of Register of Interests

Noted

3. Minutes 15 July 2024 meeting

Minutes of the 15 July 2024 meeting were noted as presented.

Action points update: refer appendix.

Items for Discussion and Transition Matters

4. Financial update including Budget 2025

Members noted the 2025 Budget Guide contents that was distributed to budget holders on 26 July.

Key points:

a. 2025 Business rules and contribution targets

Noting focus is on contribution margin for 2025.

b. 2025 Budget Timetable

Requirement	Responsibility	Start	Due
EFTS submission to National Office	s 9(2)(a)	10 July	24 July
Budget packs available for Budget Managers		12 Aug	23 Aug
Analysis by Finance and review meetings		26 Aug	28 Aug
Final Review by Roopu Whakaruruhau	Mark Oldershaw	29 Aug	29 Aug
Budget submitted to Te Pūkenga	s 9(2)(a)	30 Aug	30 Aug
Finalise Programme Contribution Analysis		12 Aug	13 Sep
Te Pūkenga consolidation	-	30 Aug	10 Sep
Te Pūkenga ELT discussion with Executive Directors	-	10 Sep	18 Sep
ELT sign off	-	24 Sep	9 Oct
FRAC endorsement to Council		25 Oct	25 Oct

c. Business assumptions

Including macro considerations, revenue, expenditure and capital expenditure were noted.

d. Sensitive Expenditure Policy guidance

Members noted the following guidance on the application of [Te Pūkenga Sensitive Expenditure Policy](#):

1. Catering

For any external event, clause 4.17 *Catering Meetings with External Parties* applies, “refreshments may be provided for short duration meetings with external parties and, where appropriate, a working lunch if the meeting bridges 12pm to 1pm”. Note that Open Days are considered external events.

2. Merchandise

- Merchandise utilised in the recruitment of ākongā is not defined as a gift.
- Merchandise provided to kaimahi are considered a gift due to the perception of personal gain or benefit. T shirts provided to staff therefore do fall into this policy given kaimahi can enjoy them beyond the event they are provided for.
 - a. T shirts/items provided to kaimahi to retain for their personal use under this policy constitute a gift. As such they will need to be registered.
 - b. If T shirts/items are used for branding purposes at multiple events or are returned, they are not considered as a gift, no registration is required.

3. Gifts & Hospitality Declaration Form

The [Whitireia and WelTec register form](#) is to be completed by all kaimahi - so evidence of the gift being registered can be provided.

4. Mileage claim

- **Point to point claim** is required under [Te Pūkenga Sensitive Expenditure Policy](#): “10.48 For personal vehicle use while travelling for business purposes, travellers may claim for the distance travelled. Mileage is paid out in line with the mileage rates published by Inland Revenue Department (IRD). Map demonstrating the distance travelled, should be provided.”
- Note that currently MyHR does not support including attachments such as maps, etc... Kaimahi are therefore required to provide their manager with a map to validate the number of kilometers claimed. Once validated, the claim can be approved in MyHR.
- Note that mileage related to non-work travel should be excluded. Verification of kilometers travelled does not require a time stamp and can be completed before or after the trip concerned.

5. Issues and Risk report (29 July 2024)

4 Focus areas endorsed

- Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- Transition and Transformation** – Disestablishment of Te Pūkenga generating uncertainty for kaimahi and ākongā.
- Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.
- 222 Willis** - Massey University will not seek Management of the facility beyond 2024 - Wellington market for student accommodation is soft - Te Pūkenga Wellington has no need for this space. [s 9\(2\)\(b\)\(ii\)](#)

Management have commenced engaging with internal/external stakeholders to work through options. Property Manager has further discussed the opportunities with [s 9\(2\)\(b\)\(ii\)](#) in the building.

- **Process**
Risks are managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.
- **Risk assessment**
Members reviewed risks in Protecht:
 - Change Management - **Inherent risk very high/Residual Risk remains very high.**
 - **Potential area of risk:** Te Whatu Ora restructuring has impacted on relationships of knowledge of what we do – low risk/to monitor
- **Draft Risk framework**
Submitted to Te Pūkenga (17/7). No update to date.
- **Health and Safety**
Upcoming Te Pūkenga Council, walk around Petone campus schedule - 30 July 2024, coordinated by [s 9\(2\)\(a\)](#)

Items for Information

6. 2024 and 2025 workplan

- Workplan noted.
- SMF (31 July to be deferred 7 August)
- 2025 Workplan: feedback welcome.

7. General Business

- s 9(2)(a) appointed as new s 9(2)(a) (EIT)
- Creative and Performing Arts Final Outcome meeting 30 July
- EA appointed to support Director Teaching and Learning – starts 19 August
- No progress with ICT discussions
- MPTT 2025 applications to TEC/Quarterly report/funding request completed 26/7
- Try Tech starting on 27 August for 7 weeks (9 confirmed/15 total including EOIs) then Try trades extended for 9 weeks in October
- MPTT oversubscribed and options being worked through
- Matariki cohort at Waiwhetu 30 July (presentation on the meaning of the Hautapu) and Hautapu at Waiwhetu, 31 July
- Proposal/Model being developed to support ākonga with Te Reo
- Learning support and upcoming vacancies
- Canadian delegation on campus, welcome at Takapūwāhia on 30 July.
- Ongoing discussions with Ngāti Toa on placement opportunities to have clinics on campus (model already in place in tertiary sector/universities). This model would support their current staffing.
- Opportunities investigated in Ōtaki.
- 2 Press release being progressed:
 - Whitireia Foundation scholarship awards – 24 July 2024
 - Hauora Taiwhenua Rural Health Network's careers programme
- [Stakeholders Engagement database](#) now available for Roopu Whakahaere.
- [Te Pae Tata](#) review will be included on the next agenda.
- Rimutaka expression of interest for delivery onsite in 2025

Meeting closed with a Karakia Whakamutunga at 3pm.

ACTION POINTS

Action Point	Action by	Due date	Status
1. Mileage remittance and Timesheet process to be reviewed.	s 9(2)(a) to investigate Tech One solution for expenses.	Discussed	Progressing
2. Porirua Licence to occupy	Mark Oldershaw s 9(2)(a) to follow up with Ngāti Toa on next steps to progress the masterplan and enable space bookings efficiently.	-	Completed (update provided in the papers)
3. Cyber Security awareness training			Progressing noting s 9(2)(a) is developing material - update coming up
4. Wellbeing allowance	a. Follow up actions b. Comms to follow		Hui held/Follow up actions: a. Updated/customised form to progress (s 9(2)(a)) b. Intranet guidelines to update. (s 9(2)(a))
5. Digital agency CDP proposal	s 9(2)(a) to follow with Digital and report at next meeting		a. Privacy lens investigated (1/7) - b. A subsequent meeting (3/7) with the Rohe 3 Digital Lead with Mark Oldershaw s 9(2)(a) outlined a different cost structure. Therefore, resubmission of the full paper

			including CDP cost endorsed by ICT reconsideration is required at a future meeting. Deep dive with Reason to understand the requirements that ICT would look to assess held (3/7) Note that this is on hold for now.
6. Digital expenditure 2024/2025	s 9(2)(a) to meet with s 9(2)(a) and clarify expenditure to be incurred in the Digital space 2024/2025		completed
7. WDCs impact	Mark Oldershaw to raise at Upcoming Regional Executive Director / Transitional Leadership Team Hui 17 July		completed
8. Staff end of service process	Mark Oldershaw to follow up with s 9(2)(a)		progressing
9. 2025 Workplan	Draft for feedback distributed		Feedback welcome
10. Te Pae Tata	Update for next meeting		completed

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Monday 19 August 2024, 1pm via Teams

Present:

Mark Oldershaw, Executive Director, *Chair*

s 9(2)(a)

In attendance:

s 9(2)(a)

from 1pm to 2pm

s 9(2)(a)

until 1.41pm

s 9(2)(a)

from 2.15pm to 2.40pm

s 9(2)(a)

minutes

s 9(2)(a)

opened the meeting with a karakia.

1. Executive Director welcome – Te Pūkenga & Rohe 3 updates

Since last hui, progress update on key topics:

- 2024 Vocational Education and Training Review and consultation progressing ([link to Te Whare](#)), and closing 12 September;
- Te Pūkenga Annual report [released](#);
- Specialist Advisor Group (SAG) report [released](#) under OIA;
- Gus Gilmore's upcoming attendance at Select Committee ([28 August](#));

2. Conflicts of Interest and Confirmation of Register of Interests

Noted

3. Minutes 29 July 2024 meeting

Minutes of the 29 July 2024 meeting were noted as presented.

Action points update: refer appendix.

Items for Discussion and Transition Matters

4. Property Update

s 9(2)(a)

spoke to an update and members noted the following key points:

- **Te Kāhui Auaha:** s 9(2)(b)(ii)

- o s 9(2)(b)(ii)
- **222 Willis:** s 9(2)(b)(ii) lease option for 150 beds progressing. s 9(2)(b)(ii) Other options would require change of use of the building.

Other considerations were noted:

- Other ITPs using campus space/at what point do we charge for use of space;
- Ngāti Toa growth of delivery and next steps;
- Need to be clear about timetable and what is required;
- Shrinking footprints but greater use of space is required:
 - o Hours of work and how to articulate shifts
 - o Impact on access to supported learning, advising and facilities (ie café, etc)

5. Financial update including Budget 2025

Members noted the following key points:

- July Financial summary including Statement of Financial Performance, CapEx, Student Debt, EFTS: Academic FTE Analysis, EFTS as at 31 July 2024;
- Budget 2025:
 - o Anything has to be linked to revenue growth;
 - o Conservative approach to budget;
 - o Understand the revenue risks (i.e., international);

6. Te Pae Tata – review and update

No specific update – discussion deferred to next hui

7. Issues and Risk report (19 August 2024)

4 Focus areas endorsed

- a. **Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- b. **Transition and Transformation** – Disestablishment of Te Pūkenga generating uncertainty for kaimahi and ākongā.
- c. **Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.
- d. **222 Willis** - Massey University will not seek Management of the facility beyond 2024 - Wellington market for student accommodation is soft - Te Pūkenga Wellington has no need for this space. s 9(2)(b)(ii)

. Management have commenced engaging with internal/external stakeholders to work through options. Property Manager has further discussed the opportunities with s 9(2)(b)(ii) who have shown an interest in the building.

- **Process**
Risks are managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.
- **Risk assessment**
Members reviewed risks in Protecht:
 - Change Management - **Inherent risk very high/Residual Risk remains very high.**
 - **Potential area of risk:** Te Whatu Ora restructuring has impacted on relationships of knowledge of what we do – low risk/to monitor
- **Draft Risk framework**
Submitted to Te Pūkenga (17/7). No update to date.
- **Health and Safety**
 1. Presentation from s 9(2)(a) noted **[Presentation deferred to further meeting]** Rohe3
 2. July Report provided by s 9(2)(a) noted

8. Revised Information Management Committee Terms of Reference

Members noted the IM Committee Terms of Reference membership was out of date and the process was paused whilst Te Pūkenga priority matters were addressed.

[Discussion deferred to further meeting]

Additional paper: Kaimahi Survey

s 9(2)(b)(i) spoke to the upcoming kaimahi survey.

Key points discussed:

- **Questions:**
Question 4 “*I feel that my department/team uphold the principles of te Tiriti o Waitangi*” to be reworded to reflect some of the Evaluative indicators/Te Pae Tata Tohu Arotake“ such as, *staff have capacity and capability to support culturally responsive and inclusive practice*” or “*Reo and mātauranga Māori is authentically reflective and valued*”.
- Members noted that each question would be accompanied by the possibility of including a commentary or examples.
- **Timing:**
Members discussed the timing suggested and asked for the survey to be held beyond the close of consultation and start w/c 16 September.

ACTION: s 9(2)(a)

1. Amend Q4 as above;
2. Change the timing as discussed, survey to start w/c 16 September;
3. Comms to encourage kaimahi to respond.

Items for Information

9. 2024 and 2025 workplan

- 2024 Workplan noted.
- 2025 Workplan: feedback welcome.

10. General Business

a. Teams update

- Executive Director delegations noted
- Next meeting date to be confirmed/subject to budget

b. Updates to the Delegations Register and Agreement Approval and Management Procedure

Members noted the revised delegations - specifically changes pertaining to recruitment approval - were not enabling management to keep a close monitoring of expenditure.

RESOLVED: Members agreed that they were willing to keep delegations as per our current process (Director recommend and Executive Director approval) in order to keep a close monitoring of expenditure.

Meeting closed with a Karakia Whakamutunga at 2.49pm.

ACTION POINTS

Action Point	Action by	Due date	Status
1. Mileage remittance and Timesheet process to be reviewed.	s 9(2)(a) to investigate Tech One solution for expenses.	Discussed	Progressing
2. Cyber Security awareness training			Progressing noting s 9(2)(a) is developing material - update coming up
3. Wellbeing allowance	a. Follow up actions b. Comms to follow		Discussed and to finalise as next steps. a. Updated/customised form to progress (s 9(2)(a)) b. Intranet guidelines to update. (s 9(2)(a))
4. Digital agency CDP proposal	s 9(2)(a) to follow with Digital and report at further meeting		a. Privacy lens investigated (1/7) - b. A subsequent meeting (3/7) with the Rohe 3 Digital Lead with Mark Oldershaw s 9(2)(a) outlined a different cost structure. Therefore, resubmission of the full paper including CDP cost endorsed by ICT reconsideration is required at a future meeting. Deep dive with Reason to understand the requirements that ICT would look to assess held (3/7) Note that this is on hold for now.
5. Staff end of service process	Mark Oldershaw to follow up with s 9(2)(a)		progressing
6. 2025 Workplan	Draft for feedback distributed		Feedback welcome
7. Kaimahi survey	1. Amend Kaimahi survey questions	s 9(2)(a)	Progressing

	<ol style="list-style-type: none">2. Shift survey timing to w/c 16 September3. Schedule comms to encourage kaimahi to respond		
8. Revised Delegations	Follow up with s 9(2)(a) [redacted] and confirm when revised delegations would be communicated to staff [note that these are referred to as V3/effective 13/08/2024]	s 9(2)(a) [redacted]	progressing

RELEASED UNDER THE
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MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Monday 26 August 2024, 12noon via Teams

Present:

s 9(2)(a)

s 9(2)(a)

Chair

from 12.25pm

Apologies

Mark Oldershaw, Executive Director, s 9(2)(a)

In attendance:

s 9(2)(a)

minutes

s 9(2)(a)

opened the meeting with a karakia.

1. Acting Executive Director welcome

s 9(2)(a)

acknowledged current inclement weather events causing disruption for commuters across the wider Wellington region.

a. Property update

• s 9(2)(b)(ii)

- 222 Willis – no further update

b. Health and Safety

Presentation from s 9(2)(a) deferred to 9 September.

c. Kaimahi survey

Members discussed revised Question 4 provided by s 9(2)(a)

RESOLVED: Members approved the following revised wording:

I feel that kaimahi at Whitireia and WelTec have had an opportunity to engage in or with Te Ao Māori /Te Reo or Mātauranga Māori?
(Strongly agree / Agree / Disagree / Strongly disagree)

Like for the other questions, this will be followed by the optional question “Provide reasons that support your response and/or examples of tangible actions that could add to, or improve this”.

s 9(2)(a)

Carried

2. Conflicts of Interest and Confirmation of Register of Interests

Noted

3. Minutes 19 August 2024 meeting

Minutes of the 19 August 2024 meeting were noted as presented.

Action points update: refer appendix.

Items for Discussion and Transition Matters

4. Financial update including Budget 2025

s 9(2)(a) spoke to a verbal update and presented the draft Budget 2025 to be finalised with respective areas over the coming days.

Members noted the following key points:

- Executive Director endorsement by Friday 30 August
- Cost coming back from National Office: Audit fee (s 9(2)(b)(ii)), Insurance (s 9(2)(b)(ii))
- Legal advice remains available from National Office
- Contribution per School noted – significant change in Innovation Design School due to International noting Volume and cost on and off-shore for International is building materially for 2025
- Equity funding for Māori and Pacific split between campuses between s 9(2)(a) teams (L7, essentially for Porirua) – part of the kawenata
- Manaaki funding – Leaner Journey noting reporting will remain – key is work through initiatives and do budget adjustments
- Trades Academies being worked through
- Teaching and Learning: yet to understand Health and Construction plans, Digital yet to confirm delivery model and space. Capital plan to be finalised this week to confirm borrowing arrangements.
- s 9(2)(b)(ii)
- Off Job Training Contract 2025 (HITO) – confirmation that 2025 contract can proceed noting that space/location/services in 2025 may be subject to availability

5. Te Pae Tata – review and update

Members agreed to share a high-level template version that would provide an opportunity for staff to use for a reflective exercise.

Action: Communicate a high-level template to all staff in the next Executive Update.

6. Graduation ceremonies 2025

Members discussed timing, location, format, gifts, graduates, and attendance projected numbers.

- **One Graduation Ceremony at Te Rauparaha Arena** in Porirua on Wednesday 2 April 2025 commencing at 11.00am – Health and Wellbeing, Pacific Health and Social Practice and Te Wānanga Māori
- **One Graduation Ceremony at Lower Hutt Events Centre** in Lower Hutt on Wednesday 30 April 2025 for Innovation, Design and Technology includes Master of Professional Practice, Creativity and Hospitality, seeking to also include Otago Polytechnic NZ Diploma in Veterinary Nursing graduates

- A Parade prior to graduation ceremonies should be included in the format of graduation ceremonies, subject to weather conditions.
- **One Graduation Ceremony in 2026 for the Matariki cohort (BN Māori)**, possibly at Waiwhetu marae.

s 9(2)(a)

Carried

7. Issues and Risk report (26 August 2024)

4 Focus areas endorsed.

- Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- Transition and Transformation** – Disestablishment of Te Pūkenga generating uncertainty for kaimahi and ākonga.
- Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.
- 222 Willis** - Massey University will not seek Management of the facility beyond 2024 - Wellington market for student accommodation is soft - Te Pūkenga Wellington has no need for this space. s 9(2)(b)(ii)

Management have commenced engaging with internal/external stakeholders to work through options. Property Manager has further discussed the opportunities with s 9(2)(b)(ii) who have shown an interest in the building.

- **Process**

Risks are managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.

- **Risk assessment**

Members reviewed risks in Protecht:

- Change Management - **Inherent risk very high/Residual Risk remains very high.**
- **Potential area of risk:** Te Whatu Ora restructuring has impacted on relationships of knowledge of what we do – low risk/to monitor.

- **Draft Risk framework**

Submitted to Te Pūkenga (17/7). No update to date.

- **ICT Scheduled outages**

Members considered the request from s 9(2)(a) re DXC data centre move scheduled outage.

Given top priority activity on 9 September (Nursing Council reaccreditation visit), the outage would need to be scheduled on 14/15 September to minimise potential disruption.

A short wireless outage on 29 August between 4:30pm to 5:30pm affecting all campuses and all user types was also considered and agreed to. Comms would follow.

Items for Information

8. 2024 and 2025 workplan

- 2024 Workplan noted.
- 2025 Workplan: Academic Calendar 2026 Tri 2 start dates were discussed.
Action: s 9(2)(a) to further discuss Tri 2 start dates in Academic Calendar 2026 (the impact on Studylink) with s 9(2)(a)

9. General Business

Next meeting date – 9 September 2024

Meeting closed with a Karakia Whakamutunga at 1.31pm.

ACTION POINTS

Action Point	Action by	Due date	Status
1. Mileage remittance and Timesheet process to be reviewed.	s 9(2)(a) to investigate Tech One solution for expenses.	Discussed	Progressing
2. Cyber Security awareness training			Progressing noting s 9(2)(a) developing material - update coming up
3. Wellbeing allowance	a. Follow up actions b. Comms to follow		Refer P&C agenda item for Proposed way forward
4. Digital agency CDP proposal	s 9(2)(a) to follow with Digital and report at further meeting		On hold
5. Staff end of service process	Mark Oldershaw to follow up with s 9(2)(a)		Refer P&C agenda item and note verbal update will be provided at the meeting
6. 2025 Workplan	Draft for feedback distributed		Feedback welcome
7. Kaimahi survey	1. Amend Kaimahi survey questions 2. Shift survey timing to w/c 16 September 3. Schedule comms to encourage kaimahi to respond	s 9(2)(a)	Refer P&C agenda item and note verbal update will be provided at the meeting Comms will follow
8. Revised Delegations	Follow up with s 9(2)(a) and confirm when revised delegations would be communicated to staff [note that these are referred to as V3/effective 13/08/2024]	s 9(2)(a)	Refer P&C agenda item and note verbal update will be provided at the meeting
9. Te Pae Tata	Communicate a high-level template to all staff in the next Executive Update	s 9(2)(a)	Refer agenda item
10. 2026 Academic Calendar	Further discuss Academic Calendar 2026 Tri 2 start dates (noting impact on Studylink) with s 9(2)(a)	s 9(2)(a)	Refer matters arising update

MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Monday 16 September 2024, 12noon via Teams

Present:

Mark Oldershaw, Executive Director, (*Chair*)

s 9(2)(a)

1.30pm

Apologies

s 9(2)(a)

In attendance:

s 9(2)(a)

minutes

s 9(2)(a)

for agenda item 5 (12.44pm to 1.06pm)

s 9(2)(a)

Rohe3, for agenda item 7 (12.55pm to

1.29pm)

s 9(2)(a)

for agenda item 7 (12.55pm to 1.29pm)

s 9(2)(a)

Region 3, 1pm to 1.50pm

Mark Oldershaw opened the meeting with a karakia.

1. Executive Director welcome

The Executive Director acknowledged Te Wiki o te Reo Māori noting events being held across campuses.

Members discussed the removal of kōwhai trees at Porirua campus over the past weekend.

- The removal of kōwhai trees was not the intent of Roopu Whakahaere and was a result of an omission in communication.
- The Executive Director advised he would be seeking guidance from mana whenua on how to proceed through this.
- Communication to staff would follow.
- Members acknowledged this was particularly unfortunate as this happened at the beginning of Te Wiki o Te Reo Māori.

Members noted the upcoming Regional Executive Director / Transitional Leadership Team Meeting on 18 September, which would include discussion around Regional ITP viability project Phase 2, action plan around programme portfolio and other opportunities to raise top of mind topics.

Members noted the upcoming Kōrero with Gus Gilmore, Te Pūkenga Chief Executive for all kaimahi scheduled on 20 September at 12noon.

2. Conflicts of Interest and Confirmation of Register of Interests

Noted.

3. Minutes 26 August 2024 meeting

Minutes of the 26 August 2024 meeting were noted as presented.

Action points update:

▪ **Remove:**

Digital agency CDP proposal	s 9(2)(a) to follow with Digital and report at further meeting	On hold until further notice
Kaimahi survey	Completed	

2026 Calendar	Discussed and resolved to keep the 2026 Academic Calendar as initially presented
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▪ **Add:**

Trades Academies/ Funding allocation	Funding allocation between Learner Journey and Schools: to be further discussed.
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Items for Discussion and/or decision

4. August Finance update

Agenda item taken as read.

Members noted that a financial update was given to kaimahi at the all-staff meeting held on 10 September and at the recent SMF held on 11 September.

Action: Members requested further discussion on [Principles and Implications of Staff enrolling in programmes receiving no funding](#) be held at the next meeting.

5. Property update

Key points discussed:

a. 222 Willis St – WelTec Student Accommodation Limited

Members discussed the latest offer to s 9(2)(b)(ii)

Action: s 9(2)(a) to follow up with s 9(2)(b)(ii) on [further offer – without prejudice and subject to formal approval](#).

b. **Ute disposal** (1998 vehicle): Members queried whether this vehicle could be allocated to Automotive as Teaching equipment – currently scheduled to be traded at Turners.

Action: s 9(2)(a) will investigate suggested alternatives to current process for trading vehicles no longer required.

c. **Desk policy:** Members noted the “one dedicated desk/multiple work locations” policy ought to be reviewed.

6. Change proposal

a. **School of IT:** cost neutral changes being progressed (offshore impact)

b. **Registry:** reshuffling (offshore impact)

c. **TIR:** offshore impact

d. **Location changes** pending Wellington property discussion being progressed – timelines to be confirmed via s 9(2)(a)

7. Health and Safety presentation

The Executive Director noted a well-received presentation at the recent SMF hui.

Key points:

- Members are treated as “Officers” and should be aware of areas of duty of care to provide and maintain a safe working environment noting s 9(2)(a)

- Te Pūkenga Council visit held on 30 July – positive feedback received;
- Reporting now including stats and trends;
- PPE equipment and reinforcement: Engagement to be done via Heads of Schools and Programme Managers;
- Ākonga off-site – noting it was important to be specific for reporting purposes, as that these fall under Section 34 of the Health and Safety at Work Act 2015 (HSWA) as “overlapping duties” which provides that - in situations where a PCBU shares duties in relation to the same matter with other PCBUs - all must, so far as is reasonably practicable, consult, co-operate with, and co-ordinate activities with each other.

Members thanked the Health and Safety team and welcomed feedback and further engagement on Health and Safety expectations.

8. Signage and way-finding: New Whitireia front door/reception space

Members noted the signage was progressing and install was deferred to Wednesday 18 September given inclement weather.

Members noted that further discussion was to be progressed with Ngāti Toa on plaques and other artwork remaining in A Block.

9. Te Pae Tata – review and update

Members noted the progress report and endorsed the template (to include examples) for presentation at next SMF hui (15 October) noting comms to all staff will follow shortly after.

Members agreed for self-reflective questions to be discussed on a quarterly basis at Roopu Whakahaere.

10. Graduation Cook Islands – December 2024

RESOLVED: Members endorsed the provisional attendance of the Executive Director as representative of the Business Division.

s 9(2)(a)

Carried

11. Issues and Risk report (16 September 2024)

4 Focus areas endorsed.

- Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- Transition and Transformation** – Disestablishment of Te Pūkenga generating uncertainty for kaimahi and ākonga.
- Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.
- 222 Willis** - Massey University will not seek Management of the facility beyond 2024 - Wellington market for student accommodation is soft - Te Pūkenga Wellington has no need for this space. s 9(2)(b)(ii)

Management have commenced engaging with internal/external stakeholders to work through options. The Property Manager has further discussed the opportunities with s 9(2)(a) who have shown an interest in the building.

- **Process**
Risks are managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.
- **Risk assessment**
Members reviewed risks in Protecht:
 - Change Management - **Inherent risk very high/Residual Risk remains very high.**
 - **Potential area of risk:** Te Whatu Ora restructuring has impacted on relationships of knowledge of what we do – low risk/to monitor.
- **Draft Risk framework**
Submitted to Te Pūkenga (17/7). No update to date.
- **Rolling risk re Enrolments 2025 - Domestic EFTS targets 2025** from 1 October or as soon as AMFM are confirmed.

12. Revised Information Management Committee Terms of Reference

RESOLVED: Members approved the revised Information Management Committee Terms of Reference as presented.

s 9(2)(a)

Carried

13. People and Capability update

a. COVID leave: (non-deductible sick leave)

RESOLVED: Members unanimously agreed that the status quo should be maintained vis a vis COVID leave noting that this is consistent with other Business Divisions.

s 9(2)(a)

Carried

Members noted that RATs tests are no longer as freely available and given as proof of evidence to confirm COVID case.

Members asked for a review in March 2025.

b. Kaimahi Survey

The survey was released the same day for 2 weeks. Managers to encourage staff to participate.

c. Wellbeing Allowance

Members endorsed suggestions around form and next steps. Feedback on comms would be provided shortly to progress further.

d. Nursing allowance

Members reiterated the need for further discussion to progress this matter.

e. Change proposals

Key points:

- Business Divisions working through similar discussions.
- Change of work location (linked to change of lease terms): obligation is notification of a material difference for a month.

Items for Information

14. 2024 and 2025 workplans

2024 and 2025 Workplans noted.

15. General Business

- Next meeting date – 7 October 2024
- Input for Report to Te Pūkenga Chief Executive due by 19 September
- Legislative compliance – annual survey expected in December for January 2025

Meeting closed with a Karakia Whakamutunga at 2pm.

ACTION POINTS

Action Point	Action (steps)	Action by	Status
Te Roopu			
1. Te Pae Tata	Communicate a high-level template to all staff following 15 October SMF	Mark Oldershaw/ED update	Scheduled
Finance			
2. Mileage remittance and Timesheet process to be reviewed.	Investigate process for expenses.	s 9(2)(a)	Progressing
3. Trades Academies	Funding allocation between Learner Journey and Schools: to be further discussed.		Will be discussed under agenda item 4
4. Finance update	Further discussion on principles and implications of Staff enrolling in programmes receiving no funding		Discussion to be scheduled at next hui noting CFO advises from a funding perspective no School is disadvantaged from enrolling a kaimahi in a program they offer.
Property			
5. Property update	Student Accommodation/ Follow up with s 9(2)(a) on further offer	s 9(2)(a) Mark Oldershaw	Progressing – refer agenda item 5 Brief Te Pūkenga
6. Property update	Te Kāhui Auaha/ Seek confirmation of timeframe	s 9(2)(a)	Progressing – refer agenda item 5
7. Property update	Provide alternatives for fleet vehicles no longer required	s 9(2)(a)	Progressing noting transfer of the asset from vehicles to Plant and equipment within the specific school is being organised. Action completed
8. Property update	Desk Policy/Review and confirm approach for multiple work locations and exceptions.	s 9(2)(a)	Progressing – refer agenda item 5
People and Capability			
9. Cyber Security awareness training			Progressing - update coming up
10. Wellbeing allowance	Timeframe to be confirmed and Comms to follow		refer agenda item 11
11. Staff end of service process	Follow up with s 9(2)(a)	Mark Oldershaw	refer agenda item 11

MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Monday 7 October 2024, 11am via Teams

Present:

Mark Oldershaw, Executive Director, (*Chair*)

s 9(2)(a)

Apologies

nil

In attendance:

s 9(2)(a)

minutes

s 9(2)(a)

(11.10am to 11.24am)

s 9(2)(a)

for agenda item 5 (11.39am to 12.04pm)

s 9(2)(a)

for agenda item 8/9/10 (12.29pm to 12.56pm)

s 9(2)(a)

Region 3, for agenda item 11

(12.39pm to 1.25pm)

Mark Oldershaw opened the meeting with a karakia.

1. Executive Director welcome

- **Regional ITP Viability (RIV) project update**

The Executive Director noted Phase 2a of the RIV project concluded the week prior with reports for each former ITP provided to TEC. Phase 2b (development of financial improvement plans for each business division) would follow.

- **Removal of trees at Whitireia Porirua campus and restorative process**

Further to guidance received from mana whenua and members, the Executive Director advised the restorative process steps would include:

- a. Planting of selected native trees (Mānuka or kahikātoa trees to be planted in preparation for kōwhai trees next year) would be organised to coincide with the Porirua Estuary Cleanup led by Ngāti Toa on 17 October;
- b. Consultation of kaumatua required for any native planting or removal;
- c. Education of our kaimahi around the understanding of our ecosystem.

RESOLVED: Members unanimously endorsed the principle of consultation with the campus kaumatua around any native planting or removal.

Oldershaw s 9(2)(a)
Carried

Members noted that this principle would apply to Whitireia Porirua campus in the first instance.

- **Edumis update**
 - Transition process well underway.
 - Enrolment process impacted temporarily due to batch move of enquiries being manually moved from one system to another.
 - STEO qualification data entry has started.

- **ICT update**

- a. **Username and email address standards for students**

RESOLVED: Members endorsed the process as presented noting that the changes would enable more robust, pragmatic and consistent systems whilst also reinforcing privacy standards.

s 9(2)(a)

Carried

- b. **Cybersecurity Awareness training**

Key points:

- Compliance requirement from Te Pūkenga Digital currently implemented across the network;
- Self-directed online module (30-45 minutes) developed by Open Poly;
- Designed to help staff identify what is a legitimate email versus a suspicious one - will help combat phishing attacks;
- Compulsory for all kaimahi within the campaign timeframe (one month);
- Enabled as part of all new kaimahi induction.
- Directors and managers will be able to monitor completion progress of their team members.
- Next steps:
 - Comms scheduled w/c 14 October (ED update)
 - Campaign will coincide with Cyber Smart week (21-27 October).
 - Presentation at upcoming SMF Forum (15 October).

- c. **Cybersecurity risk**

Working through workstream's plans implementation (Teaching & Learning platforms network) to lower exposure to cybersecurity risk.

- d. **Next ICT outage**

Scheduled end November (date yet to be confirmed). Take into account state national exams.

Action: ICT update as a standard monthly update including key projects and key dates.

- **Accelerated Learner Success Fund EOI**

- EOI successfully submitted in time last week;
- Theme was **Tūāpapa: Pathways to Success**. Reimagining the role and place of bridging and foundation education in vocational/tertiary education;
- Acknowledging the work of s 9(2)(a)

- **Correspondence – Letter from TEC dated 22 August 2024** re discontinuation of ACE in TELAC funding from 1 January 2025 – noted

2. Conflicts of Interest and Confirmation of Register of Interests

Noted.

3. Minutes 16 September 2024 meeting

Minutes of the 16 September 2024 meeting were noted as presented.

Action points update – refer appendix

Items for Discussion and/or decision

4. Financial update

s 9(2)(a) spoke to a verbal update.

- Tracking ahead of forecast;
- s 9(2)(a) will transition in the role and prepare reports going forward;
- Outstanding fees and regular reporting to reinstate.

• Contract management processes

Areas for improvement will include increasing school visibility to improve delivery (particularly with international contracts).

The Information Management Committee will oversee the contract management process. First meeting being scheduled in the next few weeks.

5. Property update

Key points discussed:

- a. **Assessment** following earthquake which occurred in the week-end in the Wellington region
- Nothing to report.
 - Staff were comfortable reentering the building at Petone campus.

b. **Whitireia Porirua campus**

Key points:

- Ngāti Toa has signed the lease for A & B blocks. Comms (via ED update) will inform kaimahi.
- Awaiting update for Childcare centre

c. **222 Willis St – WelTec Student Accommodation Limited**

Currently with Te Pūkenga Legal.

d. **Te Kāhui Auaha**

Progressing.

e. **Flexible Work Options**

In light of the recent Public sector guidance being updated around Working From Home arrangements, the Executive Director advised that he was comfortable with current guidelines for Flexible Work Options at Whitireia and WelTec.

The following principles were endorsed by members:

- Ad hoc Flexible Work Options remain at the discretion of managers.
- Formal Flexible Work Options need to be in writing via the [current form](#).

Comms (via ED Update) would reinforce the understanding of our [current guidelines](#) (including [current form](#)).

f. Desk policy and Space Management Committee

Prompted by matter arising from previous meeting.

Members resolved the following:

- a. **Reconstitute the Space Management Committee** with Roopu Whakahaere representatives;
- b. **Draft a revised Space Management Committee TORs** for consideration by Roopu Whakahaere;
- c. **Draft a revised Desk Policy** taking into account our Flexible Work Options Procedures. Link: [Employment \(sharepoint.com\)](#)

Oldershaw ^{s 9(2)(a)}
Carried

6. Change proposals

- a. **Registry:** week 2 of consultation – meeting with Union held (offshore impact);
- b. **School of IT:** cost neutral and recreating a PM of Engineering in the Built environment (offshore impact);
- c. **Location changes** pending Wellington property discussion being progressed.

The Executive Director advised that Te Pūkenga was now managing a database for any structural changes.

7. Early Leaving Exemption through MoE

^{s 9(2)(a)} spoke to the agenda item noting MOE exemption policy and TEC funding conditions require students to be at least 15 (16 for MPTT courses).

Members discussed the need for visibility of applications and queries received from young people involving exemption processes.

Try a Trades/Try a Tech could be an option for some ākonga but was not always possible.

RESOLVED:

Members endorsed the approach discussed noting that any exemption should be submitted for determination to the Director Teaching and Learning who would take advice from the Director Learner Pathways and Support and the Dean Te Wānanga Māori.

Oldershaw ^{s 9(2)(a)}
Carried

8. Campaign run-through

^{s 9(2)(a)} attended the meeting and spoke to a verbal update on recruitment campaign featuring Outdoor and Online placements.

Key points:

- a. Recruitment promotions Sprint 2/3 (discussion around marketing of small class sizes);
- b. Schools feedback assists marketing with fine tuning promotions;
- c. Marketing Manager would handover tasks at the end of October (Maternity leave).

9. BYD Decals

Members endorsed the view that the most cost-effective option (ie. Whitireia and WelTec in black for silver vehicles) ought to be the preferred option. ^{s 9(2)(b)(ii)}

However, the Executive Director confirmed that discussions around the use of tohu would inform further discussion around BYD decals and way-finding signage.

Members agreed to have a further discussion around the use of the tohu to further encourage kaimahi to promote it in 2025.

10. Progress report on way-finding signage

Members noted the progress report noting mockup visuals referenced in the paper did not represent final designs.

Discussion on this agenda item was subject to further discussions around the use of tohu.

11. People and Capability update

a. Principles and implications of Staff enrolling in programmes receiving no funding

- Prompted by matter arising from previous meeting.
- [Link](#) to Procedures
- Current criteria were reviewed ([section 3.1 of PD procedures](#))
 - Undersubscribed courses where the staff member does not displace a fee-paying student.
 - Staff members who are permanent residents or are deemed a domestic student.
 - Staff members who have a written study plan detailing how they intend to manage and balance their work and study commitments (section 2.8)
- Potential Conflict of interest may arise and should be managed appropriately as required.

Action: Further discussion/process review required (s 9(2)(a))

b. Wellbeing reimbursement update

Members confirmed implementation of the revised wellbeing reimbursement process could proceed.

c. Staff End of Service process

- Prompted by matter arising from previous meeting.
- Intranet link for reference: [Staff End of Service Process.docx \(sharepoint.com\)](#)
- Staff farewell guidelines - Ensure consistency

Action: Further process review required to check inconsistencies (s 9(2)(a))

d. 2024 end of year functions

Members discussed and agreed on the following guidelines, noting these were consistent with Te Pūkenga guidelines received the week prior the hui:

- Up to \$35 inclusive of GST (no reimbursement on alcohol purchase);
- Executive Director budget;
- Comms (via ED update) will follow confirming process.

e. Kaimahi survey update

- Survey ran from 16 September for 2 weeks;
- High level results were reviewed;
- Full comms plan will be provided at next meeting
- Presentation at SMF on 15 October

Action: Provide full comms plan for next meeting (s 9(2)(a))

12. Issues and Risk report (7 October 2024)

5 Focus areas endorsed.

- a. **Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
 - b. **Transition and Transformation** – Disestablishment of Te Pūkenga generating uncertainty for kaimahi and ākonga.
 - c. **Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.
 - d. **222 Willis** - Massey University will not seek Management of the facility beyond 2024 - Wellington market for student accommodation is soft - Te Pūkenga Wellington has no need for this space. s 9(2)(b)(ii)
 - e. **Enrolments – Domestic EFTS targets 2025 not achieved in FY2025** – Rolling risk reopened now that fees have been confirmed
- **Process**
Risks are managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.
 - **Risk assessment**
Members reviewed risks in Protecht:
 - Change Management - **Inherent risk very high/Residual Risk remains very high.**
 - **Potential area of risk:** Te Whatu Ora restructuring has impacted on relationships of knowledge of what we do – low risk/to monitor.
 - **Draft Risk framework**
Submitted to Te Pūkenga (17/7). No update to date.

Items for Information

13. 2024 and 2025 workplans

2024 and 2025 Workplans noted.

- Suggested amendments: Include orientation activities, Academic Committee dates, Property projects, ICT milestones and key projects

14. General Business


- Next meeting date – 21 October 2024
- Input for Report to Te Pūkenga Chief Executive due by 17 October

Meeting closed with a Karakia Whakamutunga at 1.30pm.

ACTION POINTS

Action Point	Action (steps)	Action by	Status
Te Roopu			
1. Te Pae Tata	Communicate a high-level template to all staff following 15 October SMF	Mark Oldershaw/ED update	Progressing noting comms to manager (17/10)
Finance			
2. Mileage remittance and Timesheet process to be reviewed.	Investigate process for expenses.	s 9(2)(a)	Progressing
3. Trades Academies	<i>Funding allocation between Learner Journey and Schools: to be further discussed.</i>		completed
Property			
4. Property update	<i>Student Accommodation/ Follow up with s 9(2)(b)(ii) on further offer</i>	s 9(2)(a)	Action completed
5. Property update	<i>Te Kāhui Auaha/ Seek confirmation of timeframe</i>	s 9(2)(a)	Action completed
6. Property update	<i>Provide alternatives for fleet vehicles no longer required</i>	s 9(2)(a)	Progressing noting transfer of the asset from vehicles to Plant and equipment within the specific school is being organised. Action completed
7. Property update	<i>Desk Policy/Review and confirm approach for multiple work locations and exceptions.</i>	s 9(2)(a)	Action completed
8. Kōwhai trees and restorative process	Confirm details around planting of selected native trees	Mark Oldershaw	Planting of mānuka trees held on 16 October.
ICT			
9. Next outage	Confirm details of next outage timing for comms	s 9(2)(a)	progressing
10. ICT update	Schedule regular update including key projects and key dates.		Scheduled – action completed
People and Capability			
11. Cyber Security awareness training			Action completed
12. Wellbeing reimbursement process	Timeframe to be confirmed and Comms to follow		Action completed
13. Staff end of service process	Further process review required to check inconsistencies	s 9(2)(a)	Progressing
14. Principles and implications of Staff enrolling in programmes receiving no funding	Further discussion/process review required	s 9(2)(a)	Progressing
15. Kaimahi survey update	Provide full comms plan for next meeting	s 9(2)(a)	Note that s 9(2)(a) will attend the 4 November meeting. The full report and comms plan will be circulated w/c 21 October.

Matters arising - Way-finding & signage

Feedback received to paper circulated on 10 October:  [10 - Marketing update wayfinding.pdf](#)

Exterior signage

a. Placements

- Suggested no signage at all on the Titahi Bay side and if we did it would be small and on the wall not the window;
- Needs to be easy for ākonga to know where to reach the enrolments team.
- Further thinking is required about where/what the “main entrance” into the campus is with respect to car parks (ie disability/short-term/emergency parking) as well as people walking into the campus from the bus and/or train. Being clear on this determines the locations of a good chunk of the signage - take advice from Property.

b. Artwork specifics

- Only using the ākonga tohu.
- Preference is not to include the W or W logos at all.
- Consideration of not using Te Pūkenga at all.
- Need to agree on colour palette or just do black and white for the signage particularly with respect to the tohu.

c. Other considerations

- Limit the spend on map signage as it may have a very limited life before needing to be updated again.

d. Confirmation of Timeline

- November: Final edits and budget approval via Executive Director
- by 2 December: Final files to supplier for installs.
- by 14 February 2025: Installs to be carried out by supplier noting Ākonga welcomed on campus 17 Feb @9am

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MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Monday 21 October 2024, 11.30am via Teams

Present:

Mark Oldershaw, Executive Director, (*Chair*)

s 9(2)(a) [redacted] (until 1pm)

s 9(2)(a)

s 9(2)(a)

Apologies

nil

In attendance:

s 9(2)(a) [redacted] minutes

s 9(2)(a)

[redacted] for agenda item 6 (12.30pm to 12.55pm)

Mark Oldershaw opened the meeting with a karakia.

1. Executive Director welcome

• Regional ITP Viability (RIV) project update

The Executive Director noted the Regional Executive Director / Transitional Leadership Team Meeting held on 16 October in Christchurch.

Key points:

- National Office now less than 50 staff
- ELT operates as a transition/strategic Executive Team
- Financial viability reports discussed
- Cabinet paper due on 18 November may be deferred
- No growth over the coming year will be funded
- Engagement with key stakeholders in the wider region: mayors, MPs

• ICT update

a. Cybersecurity Awareness training

Key points:

- o Campaign coincides with Cyber Smart week (21-27 October). Email to kaimahi scheduled on 22/10/2024

2. Conflicts of Interest and Confirmation of Register of Interests

Noted.

3. Minutes 7 October 2024 meeting

Amend: Page 1 – Executive Director update (removal of trees paragraph) to read:

- **Removal of trees at Whitireia Porirua campus and restorative process**
Further to guidance received from mana whenua and members, the Executive Director advised the restorative process steps would include:
 - a. Planting of selected native trees (Mānuka or kahikātoa trees to be planted in preparation for kōwhai trees next year) would be organised to coincide with the Porirua Estuary Cleanup led by Ngāti Toa on 17 October;
 - b. Consultation of kaumatua required for any native planting or removal;
 - c. Education of our kaimahi around the understanding of our ecosystem.

RESOLVED: Members unanimously endorsed the principle of consultation with the campus kaumatua around any native planting or removal.

Oldershaw s 9(2)(a)
Carried

Action points update – refer appendix

Items for Discussion and/or decision

4. Financial update

s 9(2)(a) spoke to a verbal update.

- s 9(2)(a) will transition in the role and prepare reports going forward;
- Team working hard chasing outstanding fees
- Year to date budget in the infrastructure line omitted in the paper distributed.
- Withdrawal rates better than last year
- Recruitment Management accountant currently progressed

Action: Procedures for late fees and bad debts to finalise/reinstate in conjunction with Teaching and Learning and Learner Support Services.

5. Property update

Update provided by s 9(2)(a) was taken as read.

Key points discussed:

- Storage still available (Titahi Bay, Porirua)

6. Change proposals

A lot underway across Business Divisions noting that these should be not impacting over End of Year period.

s 9(2)(a) attended the hui and spoke to the ICT change proposal.

Key points:

- Members queried whether this proposal was future proof, including for different models as shared services. s 9(2)(a) indicated that this proposal would enable teams working in a federated model and was cost neutral.
- Members noted the proposal addressed the following:
 - o job descriptions are out of sync
 - o growth opportunities, career progression have been limited
 - o cybersecurity enhancement
 - o strengthening engagement with users
- Members asked s 9(2)(a) to:
 - o ensure TIASA consultation minimum of 4 weeks has been factored into this proposal,
 - o roles to include a position descriptor
- Director Teaching and Learning offered their assistance on recruitment panels

7. Issues and Risk report (21 October 2024)

5 Focus areas endorsed.

- a. **Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- b. **Transition and Transformation** – Disestablishment of Te Pūkenga generating uncertainty for kaimahi and ākonga.
- c. **Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.
- d. **222 Willis** - Massey University will not seek Management of the facility beyond 2024 - Wellington market for student accommodation is soft - Te Pūkenga Wellington has no need for this space. ^{s 9(2)(b)(ii)}
- e. **Enrolments – Domestic EFTS targets 2025 not achieved in FY2025** – Rolling risk reopened now that fees have been confirmed

- **Process**

Risks are managed via Protecht (Te Pūkenga platform) and reported monthly to Te Pūkenga Chief Executive Gus Gilmore.

- **Risk assessment**

Members reviewed risks in Protecht:

- Change Management - **Inherent risk very high/Residual Risk remains very high.**
- **Potential area of risk:** Te Whatu Ora restructuring has impacted on relationships of knowledge of what we do – low risk/to monitor.

- **Risk framework changes**

Key points:

- Members noted revised documents (including revised risk framework recently approved by FRAC and provided by Te Pūkenga newly appointed ^{s 9(2)(a)} has taken over from ^{s 9(2)(a)} on a fixed term basis part time and will be the primary Risk and Assurance contact for Te Pūkenga, including providing guidance for all Business divisions.
- Key changes included change of risk rating on **Risk Tolerance and Acceptability** rating: An “*Almost Certain*” risk with a “*Minor*” consequence is now considered as a “*High*” residual risk, with management and risk reporting required.

	CONSEQUENCE				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Very High	Very High
Likely	Low	Medium	High	High	Very High
Possible	Low	Medium	Medium	High	High
Unlikely	Very Low	Low	Medium	Medium	High
Rare	Very Low	Very Low	Low	Low	Medium

- Hyperlinks to source documents are not yet available on Te Whare.

Items for Information

8. Digital update

- Educational licensing subsequent subscription price increases. Members noted the solution should be sought across Te Pūkenga, not from a Business Division.

9. Health and Safety September report

Noted.

10. 2024 and 2025 workplans

2024 and 2025 Workplans noted.

11. General Business

- Next meeting date – 5 November 2024
- Acknowledgement of departing kaimahi – s 9(2)(a)
Noted but not discussed due to lack of time
- Delegations register update noted

Meeting closed with a Karakia Whakamutunga at 1pm.

ACTION POINTS

Action Point	Action (steps)	Action by	Status
Te Roopu			
1. Te Pae Tata	Communicate a high-level template to all staff following <u>15 October SME</u> confirming the template will be used as the basis for the 2025 Business Plan.	Mark Oldershaw/ED update	Progressing noting comms to staff underway
Finance			
2. Mileage remittance and Timesheet process to be reviewed.	Investigate process for expenses.	s 9(2)(a)	Progressing
3. Procedures for late fees and bad	Procedures for late fees and bad debts to finalise/reinstate in conjunction with Teaching and Learning and Learner Support Services.	s 9(2)(a) to follow up with Records team	Archive search for draft procedures to be progressed
Property			
4. Property update	Student Accommodation/ Follow up with s 9(2)(a) on further offer	s 9(2)(a)	Action completed – to retain as an action until resolved
5. Property update	Desk Policy/Review and confirm approach for multiple work locations and exceptions.	s 9(2)(a)	Action completed – Next steps progressing: a. Reconstitute the Space Management Committee with Roopu Whakahaere representatives; b. Draft a revised Space Management Committee TORs for consideration by Roopu Whakahaere; c. Draft a revised Desk Policy taking into account our Flexible Work Options Procedures. Link: Employment (sharepoint.com)
6. Kōwhai trees and restorative process	Confirm details around planting of selected native trees	Mark Oldershaw	Action completed

			<i>Planting of mānuka trees held on 16 October.</i>
ICT			
7. Next outage	Confirm details of next outage timing for comms	s 9(2)(a)	Progressing
People and Capability			
8. Staff end of service process	Further process review required to check inconsistencies	s 9(2)(a)	Progressing
9. Principles and implications of Staff enrolling in programmes receiving no funding	Further discussion/process review required	s 9(2)(a)	Progressing
10. Kaimahi survey update	Provide full comms plan for next meeting	s 9(2)(a)	Note that s 9(2)(a) will attend the 5 November meeting. The full report and comms plan is yet to be circulated.

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MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Tuesday 5 November 2024, 10am via Teams

Present:

Mark Oldershaw, Executive Director, (*Chair*)

s 9(2)(a)

Apologies

nil

In attendance:

s 9(2)(a)

minutes

s 9(2)(a)

(from 11:40am to 12noon)

s 9(2)(a)

(from 10:40am to 10.55am)

s 9(2)(a)

opened the meeting with a karakia.

1. Executive Director welcome

- **Regional ITP Viability (RIV) project update**

The Executive Director noted a meeting held on 4/11 with Te Pūkenga Chief Executive, Council members and TEC to discuss options going forward.

Key points:

- Still a lot of variables and options tested;
- Willingness to retain networks;
- Cabinet paper delayed to December;
- High level comms to staff on working with stakeholders.

- **Restoration of Digital Functions to Divisions**

Expiry of secondment for the current Digital Operations Lead (Rohe 3) on 29 November. Digital Lead appointment progressing internally.

- **ICT update Cybersecurity Awareness training**

Campaign underway. Reminders scheduled. Completion stats will be circulated.

- **P&C update**

Matters arising – refer appendix for update

- Tekau Rima – previous report and template to circulate noting recent appointment of s 9(2)(a) was an example of implementation of our Tekau Rima Strategy.
- TEU – letters progressing following ratification. Remuneration payments are expected to go out in next pay
- Staff Reference Group (SRG) shared lunch 8 November

2. Conflicts of Interest and Confirmation of Register of Interests

Noted.

3. Minutes 21 October 2024 meeting

Noted

Action points update – refer appendix

Items for Discussion and/or decision

4. Financial update

s 9(2)(a) spoke to a verbal update.

Key points:

- Budget 2025 has been endorsed and provided to TEC;
- Variances likely early in the year;
- Management accountant due to start late November.

5. Property update

s 9(2)(a) spoke to a verbal update

Key points discussed:

- Willis St – progressing to resolution/risks updated accordingly;
- Property Strategy progressing;
- Option 1 Whitireia discussed.

6. Change proposals

Key points:

- Wisenet/Adapt IT discussed
- Relocation TKA from 1 Jan 2026 discussed
- Change process for registry and senior kaimahi of teaching, innovation and research to be released on 7 November

7. Issues and Risk report (5 November 2024)

5 Focus areas endorsed.

- Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- Transition and Transformation** – Disestablishment of Te Pūkenga generating uncertainty for kaimahi and ākonga.
- Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.
- 222 Willis** – This matter is now fully mitigated.
- Enrolments – Domestic EFTS targets 2025 not achieved in FY2025**

Items for Information

8. Health and Safety October report

Noted. Content of report refers to Region rather than Whitireia and WelTec. s 9(2)(a) to be invited to next hui (18 November).

9. 2024 and 2025 workplans
2024 and 2025 Workplans noted.

Include orientation 2025, Te Roopu Whakahaere 2025 hui starting after Wellington Anniversary in next iteration.

10. General Business

- Next meeting date – 18 November 2024
- Acknowledgement of departing kaimahi – s 9(2)(a)
- EOY Roopu lunch to be confirmed likely first week of December

Meeting closed with a Karakia Whakamutunga at 12noon.

ACTION POINTS

Action Point	Action (steps)	Action by	Status
Te Roopu			
1. Te Pae Tata	Communicate a high-level template to all staff following 15 October SME , confirming the template will be used as the basis for the 2025 Business Plan.	Mark Oldershaw/ED update	Progressing noting comms to staff underway
Finance			
2. Mileage remittance and Timesheet process to be reviewed.	Investigate process for expenses.	s 9(2)(a)	Progressing
3. Procedures for late fees and bad debts	Procedures for late fees and bad debts to finalise/reinstate in conjunction with Teaching and Learning and Learner Support Services.	s 9(2)(a) to follow up with Records team	Archive search for draft procedures to be progressed
Property			
4. Property update	Student Accommodation/ Follow up with s 9(2)(b)(ii) on further offer	s 9(2)(a)	Action completed – to retain as an action until resolved
5. Property update	Desk Policy/Review and confirm approach for multiple work locations and exceptions.	s 9(2)(a)	Action completed – Next steps progressing: a. Reconstitute the Space Management Committee with Roopu Whakahaere representatives; b. Draft a revised Space Management Committee TORs for consideration by Roopu Whakahaere; c. Draft a revised Desk Policy taking into account our Flexible Work Options Procedures. Link: Employment (sharepoint.com)
ICT			
6. Next outage	Confirm details of next outage timing for comms	s 9(2)(a)	Completed
People and Capability			
7. Staff end of service process	Further process review required to check inconsistencies	s 9(2)(a)	Completed
8. Principles and implications of Staff enrolling in programmes receiving no funding	Further discussion/process review required	s 9(2)(a)	Progressing
9. Kaimahi survey update	Provide full comms plan for next meeting	s 9(2)(a)	Deferred due to workload - progressing

MINUTES

of Joint Leadership Team (JLT/ELT) / Roopu Whakahaere meeting held on Monday 2 December 2024, 11am via Teams

Present:

Mark Oldershaw, Executive Director, (*Chair*)

s 9(2)(a)

Apologies

s 9(2)(a)

In attendance:

s 9(2)(a)

minutes

s 9(2)(a)

(from 11:30am to 12.30pm)

s 9(2)(a)

opened the meeting with a karakia.

1. Executive Director welcome

- Last hui for the year
- **Regional ITP Viability (RIV) project update**
Key points:
 - Cabinet paper delayed to mid- December which should enable legislation process to commence;
 - Comms to follow as required.
- **SMF 4 December 2024**
 - Will focus on Achievements 2024/finance update/kaimahi survey report
 - Senior leaders will speak to their own teams' achievements
- **Leave over Xmas break**
CIMS list to update (s 9(2)(a))
and delegations to circulate as required

2. Conflicts of Interest and Confirmation of Register of Interests

Noted.

3. Minutes 5 November 2024 meeting

Noted

Action points update – refer appendix

Items for Discussion and/or decision

4. Financial update

Paper taken as read noting an update on year end would be provided by s 9(2)(a)

2024 Year-end Timetable noted.

Action: Query around Workday Adaptive next steps and availability of year-end dashboards and budgets for budget holders

5. Property update

Paper taken as read.

6. Digital update

Paper taken as read and recommendation endorsed as presented.

Key points:

- **TAFI student loan devices:** not in a position currently to reinvest in additional laptops.
- s 9(2)(a) started 2 December as s 9(2)(a) reporting to s 9(2)(a)

7. People and Capability update

Recommendation discussed:

1. Format and content of the full report and area reports
2. Communication plan to distribute and review these reports
3. Action points and measurement of these
4. Tentative date of May/June 2025 to re-run the kaimahi survey

Action points discussed:

1. Managers who have kaimahi reporting to them meet with them either individually and/or as a group at least once a month (could be more regularly) to 'check-in' and review BAU activities.
2. Professional Development conversations take place as part of the PPR process (recorded in written form). This includes any requested PD that cannot currently be supported for any reason (e.g. potentially other priorities or budget restraints). All PD activity/requests are recorded by each team/area.
3. High level information relating to change processes at Whitireia and WelTec to be available on the Workplace Change page within the HR area of Te Kāinga.
4. Commitment to investigate and communicate potential to offer te reo Māori development at Petone campus for kaimahi based there (similar to that already offered at Porirua campus).
5. Te Roopu Whakaruruhau and those who report to them actively provide opportunities to meet with all kaimahi in their area.

Feedback from the team:

- Remove gender in staff feedback as it will be provided to staff
- Groupings to be rearranged (International marketing and Registry together, Pacific and Te Wānanga Māori together)
- Offers of Te Reo Māori at Petone campus will require additional resource
- PD – communicate further to staff including variety of PD opportunities (Matariki, Commemoration, activities across campus, fire warden training, de-escalation training)

Additional discussion on the following key points from staff survey feedback:

a. Institutional days

RESOLVED: Members agreed that 2 institutional days be reconducted in 2025.

s 9(2)(a)

Carried

b. All kaimahi event

To be considered at the end of next year.

c. SMF

- Frequency/expectations to be discussed further at a future meeting and reviewed as required;
- Interaction at meetings;
- Comms following meetings.

Next steps:

1. Take into consideration feedback from the team prior to SMF 4/12 and prior to release to all staff
2. Present overview to SMF 4/12
3. Comms to all staff mid-December (HR to distribute once amended) – Add institutional days reconducted as a direct action point from staff survey
4. Schedule further discussion at the beginning of the year to confirm action points
5. Frequency of staff survey to be discussed further next year

Additional discussion:

50% discount fee for staff

Members sought clarification whether discount on enrolment fees for staff was only for TEU staff or all WelTec staff.

- Historic (2019) and agreed approach cannot be located
- Understanding was that it was for WelTec TEU collective for WelTec courses only, and it did not apply to all staff (Whitireia or WandW).
- Approach that was followed was always if the course was undersubscribed
- Other institutions do not support this discount for financial reasons

8. Issues and Risk report (2 December 2024)

5 Focus areas endorsed.

- a. Talent Management** – Retention of recruitment challenges within the 2024 Budget framework.
- b. Transition and Transformation** – Disestablishment of Te Pūkenga generating uncertainty for kaimahi and ākonga.
- c. Financial Sustainability** - 2024 Budget efficiencies achievement. The 2024 Budget assumptions included provision for targeted savings in expenditure.
- d. 222 Willis** – This matter is now fully mitigated.
- e. Enrolments – Domestic EFTS targets 2025 not achieved in FY2025**

Items for Information

9. Health and Safety October report

Report noted.

10. 2024 and 2025 workplans

2024 and 2025 Workplans noted.

11. General Business

a. EOY reminders

- All interdivision invoices for the remainder of 2024 (up until 31 December 2024) need to have been raised by the end of 3rd December 2024
- EOY lunch claims to be returned asap (including names of staff for each team)
- Wellbeing allowance claims to be returned asap
- Year end cut-off and entity separation

b. Leave and delegations

- [JLT 2024 leave planner.xlsx](#)
- Te Pukenga National office will close for the summer break at 5pm on Tuesday, 17 December 2024, and reopen on Monday, 6 January 2025

c. Comms/Exec Dir Update schedule

- Final issue: Thursday 5 December
- Year-end email from Mark: Thursday 12 December
- First issue of 2025: Thursday 30 January

d. Legislative compliance

Refer email 30/11 - waiting for confirmation from Te Pukenga

e. OIAs and media requests

Importance of coordinating via ED's office

f. Whooping cough vaccination - Kaiako on placements and akonga

Further discussion required on the possibility of having to bear the cost of vaccination

Meeting closed with a Karakia Whakamutunga at 12.45pm.

ACTION POINTS

Action Point	Action (steps)	Action by	Status
Te Roopu			
1. Te Pae Tata	Communicate a high-level template to all staff following 15 October SME , confirming the template will be used as the basis for the 2025 Business Plan.	Mark Oldershaw/ED update	Progressing noting vlog to be scheduled at the beginning of the year
Finance			
2. Mileage remittance and Timesheet process to be reviewed.	Investigate process for expenses.	s 9(2)(a)	Progressing and dependant on Workplace Adaptive implementation.

3. Procedures for late fees and bad debts	Procedures for late fees and bad debts to finalise/reinstate in conjunction with Teaching and Learning and Learner Support Services.	s 9(2)(a) [redacted] to follow up with Records team	Archive search for draft procedures to be progressed
Property			
4. Property update	Student Accommodation/ Follow up with s 9(2)(b)(ii) [redacted] on further offer	s 9(2)(a) [redacted]	Action completed – to retain as an action until resolved
5. Property update	Desk Policy/Review and confirm approach for multiple work locations and exceptions.	s 9(2)(a) [redacted]	Action completed – Next steps progressing: a. Reconstitute the Space Management Committee with Roopu Whakahaere representatives; b. Draft a revised Space Management Committee TORs for consideration by Roopu Whakahaere; c. Draft a revised Desk Policy taking into account our Flexible Work Options Procedures. Link: Employment (sharepoint.com)
People and Capability			
6. Principles and implications of Staff enrolling in programmes receiving no funding	Further discussion/process review required	s 9(2)(a) [redacted]	Progressing
7. Kaimahi survey update	Provide revised comms plan for next meeting	s 9(2)(a) [redacted]	progressing

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