

# NMIT Board Meeting - 11 October 2021

11 October 2021 11:30 AM



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## BOARD OF DIRECTORS REGISTER OF INTERESTS

Tracy Johnston (Chair)	<ul style="list-style-type: none"> <li>• TRC Tourism, Consultant</li> <li>• Dayvinleigh Limited, Executive Director</li> <li>• Wine Marlborough Ltd, Deputy Chair</li> <li>• Institute of Directors, Nelson/Marlborough Committee Member</li> <li>• Eastern Institute of Technology, Board Director</li> <li>• Marlborough Local Advisory Committee Fire and Emergency, Deputy Chair</li> <li>• Marlborough Regional Skills Leadership Group</li> </ul>
Judene Edgar	<ul style="list-style-type: none"> <li>• Nelson City Council, Deputy Mayor</li> <li>• Nelson Regional Transport Committee, Deputy Chair</li> <li>• Nelson Tasman Regional Landfill Business Unit, Chair</li> <li>• Network Tasman Ltd, Shareholder</li> <li>• Network Tasman Trust, Trustee</li> <li>• Network Tasman Charitable Trust, Trustee</li> <li>• NTT Investments Ltd, Director/Shareholder</li> <li>• Encompass Strategic Services Ltd, Director/Shareholder</li> <li>• David Verhagen Consulting Ltd, Director/Shareholder</li> <li>• Nelson Airport Ltd, Shareholder</li> <li>• Nelson Port Ltd, Shareholder</li> <li>• Tasman Bays Heritage Trust, Shareholder</li> <li>• Nelmac Ltd, Shareholder</li> <li>• Nelson Regional Development Agency, Shareholder</li> <li>• Bishop Suter Trust, Shareholder</li> <li>• City of Nelson Civic Trust, Shareholder</li> <li>• Nelson Municipal Band Trust, Shareholder</li> <li>• Nelson Tasman Regional Hospice Trust, Trustee</li> </ul>
Toni Grant	<ul style="list-style-type: none"> <li>• Rata Foundation Ltd, Director</li> <li>• Canterbury Direct Investments Ltd, Director</li> <li>• Tama Asset Holding Company Ltd, Director</li> <li>• Kotato Ltd, Director</li> <li>• Tui GP Ltd, Chair</li> <li>• Central Districts Cricket Assn Inc, Director</li> <li>• Waikato 1B Ltd, Executive Director</li> <li>• Waikato 1C Ltd, Executive Director</li> <li>• Waikato 1D Ltd, Executive Director</li> <li>• Puramakau 2L Ltd, Executive Director</li> <li>• Puramakau 2M Ltd, Executive Director</li> <li>• Puramakau 2N Ltd, Executive Director</li> <li>• Puramakau 2O Ltd, Executive Director</li> <li>• Te Kumara 3L Ltd, Executive Director</li> <li>• Chatham Is Quota Holding Co Ltd, Director</li> <li>• Tasman District Council Port Tarakohe Governance Steering Group, Member</li> <li>• Wakatu Incorporation: Tamariki Shareholding, Trustee</li> </ul> <p><b>Iwi Affiliation</b></p>

As at 1 October 2021



## BOARD OF DIRECTORS REGISTER OF INTERESTS

	<ul style="list-style-type: none"> <li>Ngāti Rarua and Ngāti Rarua Atiawa Iwi Trust, Tamariki beneficiaries</li> </ul>
Kathy Grant	<ul style="list-style-type: none"> <li>Whitireia Community Polytechnic Ltd, Director</li> <li>Wellington Institute of Technology Ltd, Director</li> <li>Te Pūkenga, Council Member</li> <li>Trustee of various private trusts (former clients)</li> <li>Central Lakes Trust, Trustee</li> <li>Director, Southern Cross CLT Limited</li> </ul>
Charles Newton	<ul style="list-style-type: none"> <li>Charles Newton Consulting Ltd: Director</li> </ul>
Joanie Wilson	<ul style="list-style-type: none"> <li>Ngāti Koata Trust, Chair</li> <li>Ministry of Education NMWC Region, Strategic Advisor, Maori</li> <li>Te Tau Ihu Intergenerational Strategy, Iwi Steering Group Member</li> <li>Chair Te Kāhui Mātauranga Te Tau Ihu Education Group</li> <li>Wakatū Incorporation, Shareholder</li> </ul> <p><b>Possible Conflict of Interest:</b></p> <ul style="list-style-type: none"> <li>A family member on Staff at NMIT</li> </ul>
Patrick Smith	<ul style="list-style-type: none"> <li>Patrick Smith Human Resources Ltd, Managing Director</li> <li>Nelson Marlborough Health's Iwi Health Board, Ngāti Apa ki te Rā Tō representative</li> <li>Board of Te Piki Oranga – Maori Health provider across Te Tau Ihu, Ngāti Apa ki te Rā Tō representative</li> <li>Oakdale Grove Property Limited, Director</li> </ul>
Peter Cowper	<ul style="list-style-type: none"> <li>Director, Q Design Services Ltd</li> <li>Director, Quorum Group Ltd</li> <li>Trustee of Private Trust</li> </ul>

*All Directors – remuneration rates (directors fees) as set by Te Pūkenga.*

*As allowed by the Company's Constitution, NMIT Ltd has arranged policies of Directors' Liability Insurance which together with a Deed of Indemnity ensure that the Directors will incur no monetary loss as a result of actions undertaken by them as Directors provided that they operate within the law.*

*Directors & Officers Liability insurance is covered under the collective agreement placed by Te Pūkenga on behalf of all ITP's with Marsh. NMIT has a separate Professional Indemnity policy in place with Vero Liability Insurance Ltd (ending 1 November 2021) covering any legal liability incurred by giving negligent advice or through breach of professional duty.*

## EXECUTIVE TEAM REGISTER OF INTERESTS

Wayne Jackson	<ul style="list-style-type: none"> <li>Director, Aquatx Ltd</li> <li>Director, Aquatx USA Ltd</li> <li>Director, Aquatx Holdings Ltd</li> <li>Director, Aquatx Distribution Corporation Ltd</li> <li>Director, ModPod Ltd</li> <li>Trustee, New Jackson Trust</li> <li>Trustee, Jackson Investment Trust</li> </ul>
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As at 1 October 2021



BOARD OF DIRECTORS REGISTER OF INTERESTS	
Grant Kerr	<ul style="list-style-type: none"> <li>G &amp; K Kerr Limited, Director and shareholder</li> </ul>
Sue Smart	<ul style="list-style-type: none"> <li>Sorrento Enterprises Ltd, Director</li> <li>NZIST Academic Board</li> </ul>
Carol Crawford	<ul style="list-style-type: none"> <li>Director, Singer Solutions Ltd</li> </ul>
Marja Kneepkens	<ul style="list-style-type: none"> <li>None</li> </ul>
Olivia Hall	<ul style="list-style-type: none"> <li>Te Rūnanga o Ngāti Rārua, Chair</li> <li>Tasman Bays Heritage Trust (Nelson Provincial Museum), Chair</li> <li>Board Member NMDHB</li> <li>Wakatu Inc, Shareholder</li> <li>National iwi Chairs Forum, Member</li> <li>Mātauranga Iwi Leaders Group, Chair</li> <li>Nelson Marlborough Health's Iwi Health Board, NMHB representative</li> </ul>
Brian Johnston	<ul style="list-style-type: none"> <li>None</li> </ul>
Susannah Roddick	<ul style="list-style-type: none"> <li>None</li> </ul>
Tony Macfarlane	<ul style="list-style-type: none"> <li>None</li> </ul>

As at 1 October 2021



**OPEN**

**Nelson Marlborough Institute of Technology Limited**  
(the Company)

**Minutes of a meeting of the Board of Directors**  
(Board)

**16 August 2021 at 11.30 am**

**PRESENT**

- Board:** T Johnston (Chair), T Grant (from 12.34 pm), P Smith, C Newton, K Grant, J Edgar, P Cowper
- In Attendance:** W Jackson (Chief Executive), B Johnston (Company Secretary/Executive Director Finance & Campus Services), K Redgrove (Board Secretary)
- In Part Attendance:** O Hall (Executive Director Ōritetanga, People, Culture & Learner Services), S Smart (Executive Director Programmes and Delivery), D Hemera (Risk Manager), T Zawodny (Programme Manager), S Tanner (Head of Information Technology), S Krammer (President of SANITI)

**1. Welcome, Karakia and Apologies**

P Smith opened the meeting with a karakia.

**RESOLVED:**

**That the Board accepts apologies for absence from J Wilson and for lateness from T Grant.**

**2. Declarations of Interests and Disclosures**

The CEO advised that two trusts, in which he had an interest, had been restructured and would provide details to the Board Secretary.

**3. Chief Executive's Report – August 2021**

**RESOLVED:**

**That the Chief Executive's Report – August 2021 - be received for information.**

**4. SANITI Report**

Members noted the President of SANITI would be attending at approximately 1 pm to provide verbal updates and answer any questions arising from the report.

**RESOLVED:**

**That the SANTI Report be received for information.**

**5. RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLVED:**

- 1. That members of the public and press be excluded from the remainder of the meeting and that the NMIT Board move In-committee.**
- 2. Furthermore, NMIT resolves that the Chief Executive, Board Secretary (full attendance), Executive Directors (part attendance), Programme Manager (attendance for item 7.1), Head of Information Technology (attendance for item 9.1) and Risk Manager (attendance for items 9.2 - 9.4) be permitted to remain at the meeting after the public have been excluded because of their specific knowledge in relation their**

**respective subject matter expertise. This knowledge will be of assistance in relation to the matters to be discussed**

Resolutions will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (**LGOIMA**) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
4.1, 4.2	Minutes of NMIT Board Meeting – 28 June 2021  Action Items	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

		prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
7.1	Strategy and Business summary and Update	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
7.2	Marlborough Campus		
7.3	Chief Executive's Report	Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations	
7.4	KPI and Financial Reports		
8	Te Pūkenga Chair and CE Update	Section 9(2)(b)(ii) protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
9.1	Cybersecurity	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is

9.2	Internal Audit Report	disadvantage, commercial activities	specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
9.3	Seismic Strengthening	Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations	
9.4	Risk Integration	Section 9(2)(b)(ii) protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	
9.6	Safety, Health and Wellbeing	Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
10	Complaints and Misconduct Report	Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations	



		Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
9.5	Risk Register	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
11	Nelson Polytechnic Educational Society	Section 9(2)(b)(ii) protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

*The meeting moved into a public excluded session at 11.53 am. It resumed in a public session at 4.16 pm.*

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

**13. Administrative**

- 13.1 Minutes of NMIT Board Meeting 28 June 2021 – Open

**RESOLVED:**

**That the minutes of the NMIT Board Meeting 28 June 2021 – Open - be confirmed as a true and accurate record.**

- 13.2 Action Items of NMIT Board Meeting - Consolidated – Open  
The Action Items were reviewed and updated.

**14. Items for Information**

- 14.1 Academic Committee Updates – November 2020 to July 2021

**RESOLVED:**

**That the Academic Committee Updates – November 2020 to July 2021 be received for information.**

- 14.2 Common Seal Report to 31 July 2021

**RESOLVED:**

**That the Common Seal Report to 31 July 2021 be received for information.**

- 14.3 Board Calendar 2021 and Proposed Dates for 2022  
The Board Secretary asked members to indicate if any proposed dates for 2022 presented an issue and explained that, once these were set, the Board Workplan for that year could then be formulated.

**15. Karakia Whakamutunga**

There being no further business, the Chairperson declared the meeting closed at 4.18 pm and a karakia whakamutunga was given by P Smith.

Dated:

Signed as a correct record.

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**Chairperson**



## OPEN

### ACTION ITEMS FROM NMIT LIMITED BOARD MEETINGS

FROM NMIT BOARD MEETING – 12 FEBRUARY 2021 (CHAIR – D WEHNER)			
TASK	RESPONSIBLE	DEADLINE	STATUS UPDATE
<p><i>Academic Statute 2021</i></p> <p>For future revision:</p> <p>Section 6: Academic Committee –align to Te Pūkenga as a collaborative and forward-looking enterprise;</p> <p>Section 3: Reference to TFFA</p> <p>Section 1: Note Privacy Act date.</p>	<p>Exec Director P&amp;D</p>	<p>Dec 2021</p>	<p>Te Pūkenga draft Academic Regulations (equivalent of Academic Statute) consultation is completed. The final Academic Regulations are yet to be approved and published. The advice given to all subsidiaries remains the same not to undertake any major changes to their existing Academic Statute until the Academic Regulations are published.</p> <p>WIP</p>

## Te Kaupapa: SANITI Report

### 1. PURPOSE:

The Purpose of this paper is: To Provide the Board with an update on what SANITI is doing on campus and online in relation to the Service Level Agreement.

#### 1. **Schedule Reporting:**

##### a. **Schedule B (Part One) – Independent Advocacy and Support Services**

Association in conjunction with NMIT visited Nikau House on 12 August to gain a better understanding of the support services being delivered and to clarify the referral process for students. Association independent advocacy and support services continued to operate under Alert level 4, 3 and back on campus under Alert level 2. Once again, the Association was registered as an essential service and had a vehicle out on the road distributing vouchers and food parcels. A big thank you to: Eve McGovren who covered Nelson, Stoke and Richmond; Alyssa Watson who covered Motueka; NMIT staff member Haley Hawkins who covered Blenheim, as a volunteer for the Association. Since returning to campus SANITI has been working with NMIT to support students in hardship through the HAFL fund. As the HAFL fund is only available to domestic students the SANITI hardship fund is being used to support international students. In addition to hardship work SANITI is supporting students whose study has been impacted by the lockdowns, including students who need to withdrawal from their studies due to their personal circumstances. Additional support has also been provided to students in regard to their Placements. Association visited Richmond campus on 21 September, Base Woodbourne and Marlborough campuses on 22 September.

- 02.09.21 Student advocate attended the Te Rito: Insights from learners and staff – opportunities to enhance successs for Te Pūkenga disabled learners via ZOOM.

##### b. **Schedule B (Part Two) – Programme Representatives**

Currently the Association has 18 prog reps in Marlborough (including apprentice programme), 70 prog reps in Nelson and 3 prog reps on Richmond Campus. A Zoom meeting was held on 4 August; drop-in session on Nelson campus on 5 August; apprentice evening class visit (including pizza's) on Richmond campus on 9 August; rep visit to Base Woodbourne and Marlborough campuses on 10 August. Outside of these sessions the Association has been working directly with Programme reps in relation to their programme areas, including working with NMIT to provide facemasks to BN1 students for their Placements. The last Programme rep meeting for the year is scheduled for 20 October on Nelson campus.

- 23.08.21 Student President reached out to all Programme Reps to check in on them and provide NMIT lockdown information. Lots of positive feedback was given from the Programme Representatives.
- 07.09.21 General Manager hosted the Marlborough Programme Representative meeting.
- 09.09.21 2 NMIT Alert level 2 QnA with NMIT hosted by Student President and Executive Director Olivia Hall.
- 26.08.21 A special SANITI Executive catch up took place via ZOOM but due to quorum not being reached this was not minuted.

##### c. **Schedule B (Part Three) – Representation on NMIT (Nelson Marlborough Institute of Technology) Committees**

Association attended: Learning and Teaching on 5 August; Health and Safety on 26 August (cancelled); Academic Standard and Quality Committee meetings on 26 August (apology, due to Alert Level 4 commitments), 16 September + E-meetings; Academic Committee on; Covid Response Team meetings, daily during the Alert Level 4 and 3 lockdown period. In addition to these meeting the Association has been attending online orientation sessions for new students. During this period, the Association has also been meeting with the Executive Director Ōritetanga, People, Culture and Learner Services, Campus services, Curriculum Managers, and academic staff in relation to the impacts of COVID-19 lockdowns and the delivery of services.

##### d. **Schedule C – Events**

- **Nelson** – Association ran a Nacho event (with political parties in attendance) on 16 August and attending the opening of the new carpentry shed on Richmond campus on 11 August. During lockdown 18 August to 10

September 2021 the Association ran online events including Quiz evening, “what you are looking forward to most under Alert Level 2” and “Guess the photo” competition. Association received positive feedback from students regarding the online activities.

- **Marlborough/Woodbourne Campuses** – Association ran a Hotdog event at Base Woodbourne on 17 August. During lockdown 18 August to 10 September 2021 the Association ran online events including Quiz evening, “what you are looking forward to most under Alert Level 2” and “Guess the photo” competition. Event scheduled for 23 September on Base Woodbourne has been cancelled due to Level 2 restrictions on Base.
- **International Event Schedule – Schedule D – Employment + Career Information**  
Association continues to deliver the Employment Information services with seminars held in Term 3 from the 22 July to 22 September include: Bachelor of Social Work (This was over Zoom during Lockdown, 27 Aug), Super Yacht (5 Aug), SCP (30 July), Food & Bev L3 (29 July). In addition to these sessions the Association has been supporting students with CV’s, cover letters, interview skills and techniques and LinkedIn.
- e. **Schedule E – Operational Management**
  - Meetings and Communications with Appropriate Management have taken place.
  - Weekly meetings taking place with Olivia Hall, Executive Director Ōritetanga, People, Culture and Learner Services.
- f. **Schedule F – International Activities**  
Association ran a Ping Pong tournament 2-4 August on Nelson campus and Golden Bay trip on 7 August. Marae visit planned for 7/8 August was cancelled due to lockdown. Association is running a Kaikoura trip including Whale Watching for Marlborough students on 25 September.

#### Additional Information

- **NZIST – Hardship Fund for Learners Funding (HAFL) for Domestic Students** – Government approved an additional allocation during the lockdown. NMIT’s allocation was \$89,000, which is currently being distributed to students. The shut off date for this allocation is currently June 2022, however the government has indicated there will be a further allocation made.
- **Te Pūkenga**
  - 19.08.21 The student president attended the Learner Wellbeing During Covid Learner Leadership Group Hui 1 Meeting with Te Pūkenga via ZOOM.
  - 26.08.21 The student president attended the Learner Wellbeing During Covid Learner Leadership Group Hui 2 Meeting with Te Pūkenga via ZOOM.
  - 01.09.21 The student president attended the Learner Wellbeing During Covid Learner Leadership Group Hui 3 Meeting with Te Pūkenga via ZOOM.
  - 03.09.21 Student President attended Network Learner Wellbeing Covid-19 by Te Pūkenga via ZOOM.
- **Richmond Campus** – Regular visits now in place. Event scheduled for 28 September in conjunction with Mental Wellness Awareness week.
- **ARA Service Level Agreement** – Term 2 and Term 3 reports have been combined and are now due in the week of 25<sup>th</sup> October. No visit has taken place in Term 3 but this will be a priority for early in Term 4.
- **SANITI Advisory Board** – No Advisory Board meetings have been held during this period.
- **NZUSA** - 02.09.21 The student president attended the NZUSA COVID-19 catch up ZOOM meeting. Topics included student accommodation, assessment extensions and grade bumps, accessibility to hardship funds and criteria for receiving them, student communication, and how student voices are incorporated in providers’ COVID-19 response. The student president needed to apologise to leave half way through the meeting.
- **Ministry of Education**
  - 02.09.21 Student President Attended Staying connected during Covid lockdown hosted by the ministry of education via ZOOM.
  - 14.09.21 Student president attended Staying Connected During Lockdown meeting with Ministry of Education via ZOOM.

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## RESOLUTION TO EXCLUDE THE PUBLIC

1. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA)/Official Information Act 1982 (OIA) for the passing of the resolution are as follows:

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
6.	Minutes of NMIT Board Meeting – 16 August 2021  Action Items	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

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		carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
7.	Annual Budget 2021/2022	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
8.	Te Pūkenga Operating Model Proposal	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
9.	<p>Risk Management:</p> <p>9.1 Risk Appetite</p> <p>9.2 Risk Management Function</p>	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage,	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of

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	<p>9.3 Risk Report Update and Register</p> <p>9.4 Other (verbal) A&amp;R Committee Updates</p> <p>9.5 Complaints and Misconduct Report</p>	<p>commercial activities.</p> <p>Section 9(2)(j) of the Official Information Act - enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations</p> <p>Section 9(2)(b)(ii) protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>LGOIMA, as a body to which Part 7 LGOIMA applies)</p>
10.	<p>Strategy and Performance:</p> <p>10.1 Strategic Projects Update</p> <p>10.2 Chief Executive's Report</p>	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)</p>



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	10.3 Management Accounts  10.4 KPI Report	Section 9(2)(b)(ii) protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	
11	Review of Policies:  11.1 Investment Policy	Section 9(2)(b)(ii) protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
12.	For Information: 12.1 Health, Safety and Wellbeing Report	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

2. Furthermore, NMIT resolves that the Chief Executive, Board Secretary (full attendance), Executive Directors (part attendance), Programme Manager (item 10.1) and Risk Manager (items 9.1 – 9.5) be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed.



**RECOMMENDATION:**

THAT THE NMIT BOARD RESOLVE TO MOVE BACK INTO A PUBLIC SESSION.

**Optional:**

- THAT THE NMIT BOARD AGREES TO RELEASE THE FOLLOWING RESOLUTIONS INTO THE PUBLIC SESSION:
- THAT THE NMIT BOARD AGREES TO RELEASE THE FOLLOWING REPORTS INTO THE PUBLIC SESSION:



## Te Kaupapa: Meetings Schedule 2022 Open

<b>Function:</b>	For Approval
<b>Nā:</b>	Kate Redgrove, Board Secretary
<b>Te rā:</b>	<b>11 October 2021</b>
<b>Purpose:</b>	The purpose of this paper is to outline requirements under Part 7, section 46 of the Local Government Official Information and Meetings Act 1987 (LGOIMA) – meetings to be publicly notified.
<b>Recommendation(s)/Draft Resolution</b>	That the NMIT Board approves the Schedule of 2022 Board and Committee Dates and authorises publication of Board and Audit and Risk meeting dates, in accordance with Section 46 of LGOIMA

### Executive Summary

NMIT, as a subsidiary of Te Pūkenga, is named in Schedule 2, Part 2 of LGOIMA as a local authority to which Part 7 LGOIMA applies. The definition of 'local authority' includes public bodies named or specified in Schedule 1 or Schedule 2 LGOIMA.

Under Part 7, 'meeting' includes:

*"...any meeting of (i) any committee or standing committee...", if "...that committee or subcommittee is empowered to exercise or perform, on behalf of any local authority...any function, duty, or power conferred or imposed on any local authority...by or under any enactment..."*.

Part 7 LGOIMA, Section 46 requires meetings of local authorities to be publicly notified not more than 14 days and not less than 5 days before the end of the previous month.

It is standard practice to make available on a local authority's website, a schedule of meetings for the year to achieve compliance with section 46. The schedule would be updated if any meeting dates change and then republished.

**NMIT MEETINGS SCHEDULE 2022**  
**(s.46 Local Government Official Information Act 1987)**

Meeting	NMIT Board Meeting Dates for 2022	Venues
Board	Monday 14 February 11.30 am – 4.30 pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk	Friday 11 March 12.30 – 3.30 pm	Room A122, NMIT Nelson Campus
Board	Monday 28 March 11.30 am – 4.30 pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk	Friday 6 May 12.30 - 3.30 pm	Room A122, NMIT Nelson Campus
Board	Monday 23 May 11.30am – 4.00 pm	Marlborough Campus (TBC)
Audit & Risk	Friday 17 June 12.30 - 3.30pm	Room A122, NMIT Nelson Campus
Board	Monday 4 July 11.30am – 4.30pm	NMIT CoLab Boardroom, Nelson Campus
Board	Monday 22 August 11.30am – 4.00pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk	Friday 7 October 12.30 - 3.30 pm	Room A122, NMIT Nelson Campus
Board	Monday 17 October 11.30 am – 4.30 pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk	Friday 11 November 12.30 - 3.30 pm	Room A122, NMIT Nelson Campus
Board	Monday 28 November 11.30am – 4.30pm	NMIT CoLab Boardroom, Nelson Campus



## Te Kaupapa: Common Seal Usage

### 1. PURPOSE:

<b>Function:</b>	For Information
<b>Nā:</b>	Brian Johnston, Exec Director Finance & Campus Services
<b>Te rā:</b>	11 October 2021
<b>Purpose:</b>	<p>The purpose of this paper is:</p> <p>To provide the Board with a report on the use of the NMIT Common Seal for the period 1 August 2021 to 31 August 2021.</p>
<b>Recommendation(s):</b>	<p>It is recommended that the NMIT Board resolve to:</p> <ol style="list-style-type: none"> <li>1. Receive this report for their information.</li> </ol>

### 2. EXECUTIVE SUMMARY

The Common Seal was not used during the abovementioned reporting period.

Date	Document	Summary of Document	Document Signatory



## Te Pūkenga - New Zealand Institute of Skills and Technology (Te Pūkenga)

### Minutes of a meeting of the Council of Te Pūkenga (the Council)

**Tuesday 1 June 2021 at 9.00am**

#### **Minutes**

These are the Open minutes of a meeting of Te Pūkenga Council held on Tuesday 1 June 2021 at the Universal College of Learning (UCOL) in Palmerston North.

#### **Present**

##### **Council Members**

Murray Strong (Chairperson)  
Maryann Geddes  
Peter Winder  
Sam Huggard

Kim Ngārimu (Deputy Chairperson)  
Kathy Grant  
Tania Hodges  
Tagaloatele Peggy Fairbairn-Dunlop

##### **Apologies**

John Brockies – online attendance for Item 16 - 19 only

##### **In Attendance**

Stephen Town - Chief Executive  
Warwick Quinn - DCE Employer Journey and Experience  
Angela Beaton - DCE Delivery and Academic  
Heather Geddes - Director Transformation and Transition  
Phillip Jacques - Interim Director Finance  
Paki Rawiri – Transformation Lead - Māori (online)  
Sinead Hart - Senior Legal Counsel

Vaughan Payne – DCE Operations  
Ana Morrison - DCE Partnerships and Equity  
Tania Winslade - DCE Learner Journey and Experience  
Graham Bethune - Director, Communications and Marketing  
Fiona Kingsford – TITO Transition Workstream Lead (left meeting after Item 16)  
Gillian Hamilton - Executive Assistant  
Lynnette Brown - Council Secretariat

##### **In Attendance from Ernst Young (Item 20 only)**

Bridget Jolly  
Nichola Bennett  
Phoebe Monk – EY Tahi

#### **Quorum**

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

## Open Agenda

1. **Karakia**

Sam Huggard opened the meeting with a karakia

2. **Welcome/Apologies/Notices**

The Chair noted apologies from John Brockies.

The Chair thanked the UCOL staff members for the warm welcome to their venue.

3. **Register of Interests**

No conflicts with matters on the agenda were declared and there were no changes to the interest register.

4. **Minutes of the Open Session of the meeting held 4 May 2021**

The Council received and noted the minutes.

**Resolved:**

The Council approved the minutes of Te Pūkenga Council open meeting held on 4 May 2021 as a true and correct record.

**Moved:** M Strong

**Seconded:** P Winder

**CARRIED**

5. **Chief Executive's Verbal Update**

The Chief Executive provided a verbal update to the meeting, in particular:

- Subsidiary visits have been arranged and will be undertaken during June and early July. This is called 'Kōtūi kōrero – A conversation with Te Pūkenga'
- A 'plan on a page' which distils the range of activities being undertaken by Te Pūkenga is in development in response to Council's request, and it is hoped that this will be formalised for Council's consideration at the July meeting
- A variety of meetings with TITOs and their executive teams and staff (where requested) have been arranged and these will occur towards the end of June and beginning of July
- Conversations with iwi, where they have indicated that they are ready to meet with the Chief Executive and the executive team, will be scheduled over July and August.

**Resolved:**

The Council received the Chief Executive's verbal update

**Moved:** M Strong

**Seconded:** P Winder

**CARRIED**

6. **Learner Wellbeing & Safety Code**

The Council received and reviewed the proposed submission by Te Pūkenga to NZQA on the new Education (Pastoral Care of Tertiary and International Students) Code of Practice 2021.

**Resolved:**

The Council approved the Submission.

**Moved:** M Strong

**Seconded:** S Huggard

**CARRIED**

7. **Te Poari Akoranga report**

The Council noted the report. Management commented that the two key areas of focus for Te Poari Akoranga at the May meeting was the endorsement of Academic Regulations for consultation and the NZQA consultation proposals in relation to Simplifying New Zealand Qualifications and Other Credentials on which submissions will be prepared.

**Resolved:**

The Council received the academic report from Te Poari Akoranga meeting held at BCITO in Wellington on 12 May 2021 and noted the open minutes.

**Moved:** M Strong

**Seconded:** S Huggard

**CARRIED**

8. **General Business**

**Cyber Security**

The Council discussed cybersecurity having an awareness of recent events affecting Waikato District Health Board.

It was noted that this sits within the risk framework of Te Pūkenga and will be an area of emphasis as the transformation and transition activities are progressed.

The Council expectation is that each Subsidiary Board will engage with their Chief Executive to identify and mitigate areas of weakness in cybersecurity as an ongoing activity addressing the risks.

**Operating Model Co-design wananga**

The Council received a verbal update from the event. It was noted that there was a strong sense of engagement from those who participated. Management advised that there are a number of videos available which will enable the activities to be distributed to a wider audience. The Chair shared the kete which contained the summary document of the service delivery concepts and the work that has been done by the participants which included handwritten observations and expectations. Members were encouraged to review these, noting that the artefact will be appropriately displayed at Te Pūkenga head office in Kirikiriroa.



9. Resolution to Exclude Public in accordance with the Public Excluded agenda

It was moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (**LGOIMA**) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
10.	Minutes from public excluded meeting from 4 May 2021	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.	Minutes from public excluded Poari Akoranga meeting from 12 May 2021	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.	Appointment of interim Co-Chair, Te Poari Akoranga	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.	Subsidiary Letter of Expectations	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs	That the public conduct of this item would be likely to result in the disclosure of information for

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
14.	Subsidiary Board Appointments	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.	Te Pūkenga Parent & Group Financial Results 30 April 2021	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.	Draft Academic Regulations	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
17.	Transitional ITOs In depth discussion	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		<p>where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	LGOIMA, as a body to which LGOIMA applies).
18.	Transitional ITO Transfer Agreements	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
19.	Operating model	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

The Chair moved that certain employees from Te Pūkenga, namely Stephen Town, Warwick Quinn, Angela Beaton, Vaughan Payne, Ana Morrison, Tania Winslade, Heather Geddes, Phillip Jacques, Paki Rawiri, Sinead Hart, Graham Bethune, Fiona Kingsford, Gillian Hamilton, and Lynnette Brown; as well as members of EY Bridget Jolly, Nichola Bennett, Phoebe Monk – EY Tahi, be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

**Moved:** M Strong  
**Seconded:** K Ngārimu  
**CARRIED**

Open meeting closed at 9.45 am  
Public excluded meeting closed at 12.35pm

The Council members, CE and Executive thanked the UCOL Board for hosting them over lunch.

**Dated:** 6 July 2021

Signed as a correct record

A handwritten signature in black ink, appearing to read 'Murray W. Strong', written in a cursive style.

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**Murray W. Strong**  
Chairman



## Te Pūkenga - New Zealand Institute of Skills and Technology (Te Pūkenga)

### Minutes of a meeting of the Council of Te Pūkenga (the Council)

**Tuesday 6 July 2021 at 9.15am**

#### Minutes

These are the minutes of a meeting of Te Pūkenga Council held on Tuesday 6 July 2021 at the Eastern Institute of Technology (EIT), Tairāwhiti Campus, Palmerston Road, Gisborne

#### Present

##### Council Members

Murray Strong (Chairperson)  
Maryann Geddes  
Sam Huggard  
Peter Winder  
John Brockies

Kim Ngārimu (Deputy Chairperson)  
Kathy Grant  
Tania Hodges  
Tagaloatele Peggy Fairbairn-Dunlop

#### Apologies

Nil

#### In attendance

Stephen Town - Chief Executive  
Warwick Quinn - DCE Employer Journey and Experience  
Angela Beaton - DCE Delivery and Academic (online)  
Heather Geddes - Director Transformation and Transition  
Phillip Jacques - Interim Director Finance (online)  
Paki Rawiri – Transformation Lead - Māori  
Graham Bethune - Director, Communications and Marketing (online)

Vaughan Payne – DCE Operations  
Ana Morrison - DCE Partnerships and Equity  
Tania Winslade - DCE Learner Journey and Experience  
Sinead Hart – Director – Legal and Risk  
Marina Matthews – Chief Advisor to Chief Executive  
Will Workman - Advisor and author Te Pae Tawhiti  
Gillian Hamilton - Executive Assistant  
Lynnette Brown - Council Secretariat

#### In attendance from Education New Zealand (Item 20 Only)

Grant McPherson, ENZ  
Paul Irwin, ENZ

Richard Kyle – ENZ  
Leon Fourie – Toi Ohomai (International)

#### Quorum

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

## Open Agenda

### Karakia

John Brockies opened the meeting with a karakia

### 1. Welcome/Apologies/Notices

Chris Collins, Chief Executive of EIT welcomed the Council and Te Pūkenga Executive to the campus. A presentation providing an overview of the demographics of the area, challenges and opportunities was provided and received by the Council.

The Chair thanked the EIT CE for his warm welcome to their venue, as well as acknowledging and welcoming Marina Mathews, newly appointed Chief Advisor to the Chief Executive, and Will Workman, (Advisor and author Te Pae Tawhiti).

#### 1.1. Council Calendar and Schedule of Committees

The Council noted the calendar and schedule of committees.

### 2. Register of Interests

No conflicts with matters on the agenda were declared.

Since the last meeting the following changes to the interest register had occurred:

Murray Strong: Removed - Trustee GRŌW Ō Tautahi, Christchurch

Sam Huggard: Removed - Nominations Committee for the Primary Industries WDC

### 3. Minutes of the Open meeting held 1 June 2021

#### Resolved:

The Council approved the minutes of the open meeting of Te Pūkenga Council held on 1 June 2021 as a true and correct record of the meeting.

**Moved:** T Hodges

**Seconded:** K Ngārimu

**CARRIED**

### 4. CE Verbal Update

The Chief Executive provided a verbal update which focussed on the Kōtui Kōrero sessions. Council learned that good quality feedback has been received from these sessions and the potential to enable a regional governance voice without creating a regional structure to deliver that voice remains at the forefront.

#### Resolved:

The Council received the Chief Executive's verbal update.

**Moved:** M Strong

**Seconded:** S Huggard

**CARRIED**

**5. Te Pae Tawhiti Insights Report**

The Council provided positive feedback and expressed their appreciation of the work that has gone into delivering this report.

Feedback was received in respect of page 7, Ref. 2.13. *Subsidiaries have the autonomy to choose the capacity in which Māori sit on governance boards.* This statement is to be reconsidered to ensure clear expectations and understanding of the planned disestablishment of subsidiary boards at the end of 2022.

**Resolved:**

The Council:

- 1) received the report and
- 2) endorsed public release of the report subject to amendments arising out of feedback from the Council, specifically, page 7, Ref 2.13.

**Moved:** M Strong  
**Seconded:** K Ngārimu  
**CARRIED**

**6. Kōtui Kōrero Update (Verbal)**

The Council noted that visits to 14 subsidiaries have been undertaken to date which has included staff and learners. Included in the timetable is a round of engagement with employers and TITO's. It was also noted that some Council members have attended some of these events and reported positive feedback.

**Resolved:**

The Council received the update on Kōtui Kōrero.

**Moved:** M Strong  
**Seconded:** T Hodges  
**CARRIED**

**7. Policies - Approval**

The meeting considered the suite of policies and agreed that this item be deferred and reviewed by the Risk and Audit Committee before being put before the August Council meeting.

**8. Te Poari Akoranga report**

The Council received a report from the meeting of Te Poari Akoranga which took place on 9 June 2021 online.

Since providing the report to Council more signatories have signed up to the Openness Agreement including universities, royal societies, and the NZ Veterinary Association.

In terms of the minutes, Management was reminded of the preference for language that includes transferable skills which is more relevant to employers as opposed to national standards or other more academic language. In response to this, it was noted that NZQA are looking at updating the definition of skills standards.

**Resolved:**

The Council:

- 1) received the academic report from Te Poari Akoranga meeting held online via Teams 9 June 2021 and associated minutes; and
- 2) endorsed Te Poari Akoranga (Academic Board) recommendation for Te Pūkenga to be an inaugural signatory to the Openness Agreement on the use of Animals in Research and Teaching in New Zealand, and accordingly make a public pledge to meet the Commitments of the Agreement; and
- 3) noted the feedback provided by Te Pūkenga on the NZQA consultation, Simplifying New Zealand qualifications and other credentials.

**Moved:** M Strong

**Seconded:** K Grant

**CARRIED**

**9. Correspondence – Outward**

**9.1. Updated Letter of Expectations to Te Pūkenga Subsidiaries – 8 June 2021**

The Council noted the updated letter of expectations to subsidiaries and that feedback has been positive.



# 10. Formal Motion for Moving into Committee

It will be moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as below:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
11.	Minutes from public excluded meeting from 1 June 2021	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.	Minutes from public excluded Poari Akoranga meeting from 9 June 2021	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.	Te Pūkenga Parent & Group Financial Results 31 May 2021	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

		Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	
14.	Investment Plan	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.	Organisation Strategy	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.	PBC update and business case approach for CAMS Priority Projects	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

<b>17.</b>	WBL Governance	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
<b>18.</b>	Westpac Banking Delegations and Deed of Indemnity	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
<b>19.</b>	Subsidiary Board Appointments	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
<b>20.</b>	ENZ – International	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
<b>21.</b>	<p>Reports from Committees</p> <p>Capital Asset Management</p>	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is

	and Infrastructure Committee	any organisation or employees of any organisation in the course of their duty	specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
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The Chair moved that certain employees from Te Pūkenga, namely Stephen Town, Warwick Quinn, Angela Beaton (online), Vaughan Payne, Ana Morrison, Tania Winslade, Heather Geddes, Phillip Jacques, Will Workman, Paki Rawiri, Sinead Hart, Marina Matthews, Graham Bethune (online), Gillian Hamilton, and Lynnette Brown; be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters. In addition, members of Education New Zealand, Grant McPherson, Paul Irwin, Richard Kyle, and Leon Fourie from Toi Ohomai joined the meeting for item 16.

**Moved:** M Strong  
**Seconded:** K Grant  
**CARRIED**

Open meeting closed at 9.55 am  
 Public excluded session closed at 1.20pm

**Dated:** 3 August 2021

Signed as a correct record




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**Murray W. Strong**  
 Chairman

## NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

### MAIN POINTS FROM THE MEETING HELD ON 28 JULY 2021 AT 3.15PM

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**PRESENT:** Kim Davies (Acting Chair), Silvia Gassebner, Bradley Hannigan, Shinn Krammer, Marja Kneepkens, Darcy Liddell, Rae Perkins, Susannah Roddick, Chanelle Taylor, Pam Wood (arrived 3.24pm (proxy for Carole Crawford)), Mary Woodward (minutes non-voting)

**APOLOGIES:** Carole Crawford, Sarah Fraser, Sue Smart

#### **NMIT Operating + Financial Parameters (OFP) Request Register**

- all current OFP requests have been approved.

#### **Approved**

- Academic Development Proposals Graduate Certificate in Management;
- NMIT Entry Requirements Standards and Exceptions 2021 20101;
- Programme Approval Committee Report Bachelor of Computer Generated Imagery; Graduate Diploma in Computer Generated Imagery;
- Programme Approval Committee Report Graduate Certificate in Management.

#### **Self-Assessment, Targeted Evaluation**

- all Degree Self-Assessment Reports have been approved and will be submitted to NZQA by week end once final formatting and appending of Degree Monitor reports is completed;
- final Self-Assessment Report versions will be made available on Polly;
- the first Targeted Evaluation milestone was met on 12 July 2021 with preparation of phase 2 documentation underway to meet the 6 August 2021 planned submission date.

#### **Discussion Topics**

- Academic Committee perspectives on end of year processes;
- Academic Committee Iwi Representation.

**Meeting closed 04.53PM**



## Te Kaupapa: Academic Committee Meetings – Main Points

### 1. PURPOSE:

**FUNCTION:**

For Information

**NĀ:**

Wayne Jackson | Chief Executive

**TE RĀ:**

29 September 2021

**PURPOSE:**

The purpose of this paper is to provide the Board with an update on the main points from recent Academic Committee meetings.

**RECOMMENDATION(S):**

It is recommended that the NMIT Board resolve to:

1. Note the Academic Committee meetings main points summary from August and September 2021.

## **NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE**

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- the first Targeted Evaluation milestone was met on 12 July 2021 with preparation of phase 2 documentation underway to meet the 6 August 2021 planned submission date.

#### **Discussion Topics**

- Academic Committee perspectives on end of year processes;
- Academic Committee Iwi Representation.

**Meeting closed 04.53PM**

## **NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE**

### **MAIN POINTS FROM THE SKYPE MEETING HELD ON 01 SEPTEMBER 2021 AT 3.15PM**

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**PRESENT:** Sue Smart (Chair), Kim Davies, Sarah Fraser, Silvia Gassebner (from 3.22pm), Olivia Hall, Bradley Hannigan, Darcy Liddell (from 3.32pm) Susannah Roddick, Chanelle Taylor, Rae Perkins (non-voting), Mary Woodward (minutes non-voting)

**APOLOGIES:** Carole Crawford, Shinn Krammer, Marja Kneepkens

#### **Approved**

- Academic Development Proposal New Zealand Certificate in Electric Vehicle Engineering (Level 5);
- Academic Development Proposal New Zealand Certificate in Joinery (Level 4) with strands in Cabinetry, Timber Door and Window, Timber Stairs, and Laminate Fabrication;
- Request for Approval of Exception to the Standard Academic Entry Criteria New Zealand Diploma in Beauty Therapy (Level 5);
- Request for Approval of Exception to the Standard Academic Entry Criteria New Zealand Diploma in Aeronautical Maintenance Certification (Level 6);
- New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5) Capability Letter and Schedule of Changes.

#### **Self-Assessment, Targeted Evaluation, Degree Monitoring**

- 2020 SARs were submitted to NZQA 5 August 2021;
- postponement of the Targeted Evaluation scheduled to start 13 September 2021;
- Targeted Evaluation documentation is available for participants on Polly;
- programmes in Targeted Evaluation scope have been confirmed;
- there are no degree monitoring visits scheduled for the remainder of the year;
- Darcy Liddell is currently working on the Telarc visit scope with the new auditor.

#### **Te Pūkenga**

- the work done by those involved in the submission of Te Pūkenga Academic Board feedback was given acknowledged.

**Meeting closed 04.14PM**



## NMIT Acronyms *[May 2020]*

<b>ACE</b>	Adult and Community Education
<b>ADP</b>	Academic Development Proposal
<b>AMFM</b>	Annual Maximum Fee Movement
<b>ASM</b>	Academic Staff Member
<b>ATEM</b>	Association of Tertiary Education Management Inc.
<b>AUT</b>	Auckland University of Technology
<b>BAM</b>	Bachelor of Arts and Media
<b>BAppSocSci</b>	Bachelor of Applied Social Science
<b>BCOM</b>	Bachelor of Commerce
<b>BIT</b>	Bachelor of Information Technology
<b>BMETS</b>	Basic Mechanical Engineering Training Skills
<b>BN</b>	Bachelor of Nursing
<b>BUA</b>	Beijing University of Agriculture
<b>CA and ACA</b>	Chartered Accountant and Associate Chartered Accountant
<b>CAA</b>	Civil Aviation Authority
<b>CAANZ</b>	Chartered Accountants Association of New Zealand
<b>CAM</b>	Capital Asset Management
<b>CAP</b>	Competence Assessment (Nursing)
<b>CC</b>	Cross Credit
<b>CD</b>	Curriculum Director
<b>CEA</b>	Collective Employment Agreement
<b>CM</b>	Curriculum Manager
<b>CoVE</b>	Centre of Vocational Excellence
<b>CT</b>	Credit Transfer
<b>CTLT</b>	Certificate in Tertiary Learning and Teaching
<b>CTS</b>	Core Transferable Skills
<b>CVP</b>	Certificate in Vineyard Practice
<b>DAS</b>	Directory of Assessment Standards (NZQA)
<b>DTLT</b>	Diploma in Tertiary Learning and Teaching
<b>EAP</b>	Employee Assistance Programme
<b>ED: P &amp; D</b>	Executive Director: Programmes and Delivery
<b>ED: DM</b>	Executive Director: Demand Management

<b>ED: F and CS</b>	Executive Director: Finance and Campus Services
<b>ED: P &amp; C, O, LS</b>	Executive Director: People and Culture; Oritetanga; and Learner Services
<b>EEdO</b>	Equal Education Opportunities
<b>EEO</b>	Equal Employment Opportunities
<b>EER</b>	External Evaluation and Review
<b>EFTS</b>	Equivalent Full-Time Student
<b>ELP</b>	English Language Programme
<b>Eol</b>	Expression of Interest
<b>EPI</b>	Education Performance Indicator
<b>ESOL</b>	English for Speakers of Other Languages
<b>ESP</b>	Employment Scholarship Programme
<b>FTE</b>	Full Time Equivalent
<b>GSE</b>	Group Study Exchange
<b>GTW</b>	Ground Training Wing (at Woodbourne Air Force Base)
<b>HITO</b>	Hairdressing Industry Training Organisation
<b>HR</b>	Human Resources
<b>IEA</b>	Individual Employment Agreement
<b>ITO</b>	Industry Training Organisation
<b>ITPNZ</b>	Institutes of Technology and Polytechnics of New Zealand
<b>ITPQ</b>	Institutes of Technology and Polytechnics Quality
<b>ITPs</b>	Institutes of Technology and Polytechnics
<b>KEQ</b>	Key Evaluation Question
<b>KPI</b>	Key Performance Indicator
<b>LIIT</b>	Learning Innovation and Insights Team
<b>LLC</b>	Library Learning Centre
<b>LLN</b>	Literacy, Language and Numeracy
<b>LNAAT</b>	Literacy and Numeracy Adult Assessment Training
<b>MDC</b>	Marlborough District Council
<b>ML</b>	Marlborough
<b>MoA</b>	Memorandum of Agreement

<b>MoE</b>	Ministry of Education
<b>MoP</b>	Mix of Provision
<b>MoU</b>	Memorandum of Understanding
<b>MROQ</b>	Mandatory Review of Qualifications
<b>NAMS</b>	New Zealand Asset Management Support
<b>NCC</b>	Nelson City Council
<b>NCEA</b>	National Certificate of Educational Achievement
<b>NEET</b>	Not in Employment, Education or Training (Youth)
<b>NMIT</b>	Nelson Marlborough Institute of Technology
<b>NQF</b>	National Qualifications Framework
<b>NRDA</b>	Nelson Regional Development Agency
<b>NZDB</b>	NZ Diploma in Business 120 credits L5 (new qualification 2017)
<b>NZCALNE</b>	New Zealand Certificate in Adult Literacy and Numeracy Education
<b>NZCATT</b>	New Zealand Certificate in Adult Tertiary Teaching
<b>NZIST</b>	NZ Institute of Skills and Technology
<b>NZQA</b>	New Zealand Qualification Authority
<b>NZQF</b>	New Zealand Qualifications Framework
<b>NZTE</b>	New Zealand Trade and Enterprise
<b>OAG</b>	Office of the Auditor General
<b>OCP</b>	Organisational Counselling Programmes (Counselling Service)
<b>OTEPs</b>	Other Tertiary Education Providers
<b>PAC</b>	Programme Approval Committee
<b>PASM</b>	Principal Academic Staff Member
<b>PEAP</b>	Post EER Action Plan
<b>PBRF</b>	Performance-Based Research Fund
<b>PLATO</b>	Programme of Learning and Teaching Observations
<b>POD</b>	People and Organisation Development
<b>PoS</b>	Programme of Study
<b>PTE</b>	Private Training Establishment

<b>QMS</b>	Quality Management System	<b>TANZ</b>	Tertiary Accord of New Zealand		
<b>RAC</b>	Recognition of Academic Credit	<b>TCWG</b>	Those Charged With Governance		
<b>REANNZ</b>	Research and Education Advanced Network New Zealand Ltd.	<b>TDC</b>	Tasman District Council		
<b>RNZAF</b>	Royal New Zealand Air Force	<b>TE</b>	Targeted Evaluation		
<b>RoVE</b>	Review of Vocational Education	<b>TEC</b>	Tertiary Education Commission		
<b>RPL</b>	Recognition of Prior Learning	<b>TEC/Skill NZ</b>	Training Opportunities Programmes Funded by TEC/Skill NZ		
<b>RSG</b>	Refugee Study Grant	<b>TEI</b>	Tertiary Education Institution		
<b>SAC</b>	Student Achievement Component	<b>TEO</b>	Tertiary Education Organisation		
<b>SANITI</b>	Students Association of Nelson Marlborough Institute of Technology Inc	<b>TEOC</b>	Tertiary Education Organisation Component fund		
<b>SAR</b>	Self-Assessment Report	<b>TES</b>	Tertiary Education Strategy		
<b>SASM</b>	Senior Academic Staff Member	<b>TEU</b>	Tertiary Education Union		
<b>SDR</b>	Single Data Return	<b>TIASA</b>	Tertiary Institutes Allied Staff Association		
<b>SHW</b>	Safety, Health and Wellbeing	<b>TOTSTA</b>	Top of the South Trades Academy		
<b>SME</b>	Subject Matter Expert	<b>TRoQ</b>	Targeted Review of Qualifications		
<b>SMS</b>	Student Management System	<b>TTMU</b>	Te Tiriti o Waitangi Monitoring Unit		
<b>SSB</b>	Standard Setting Body	<b>TTP</b>	Te Toki Pakohe		
<b>SSC</b>	State Services Commission	<b>YG</b>	Youth Guarantee		
<b>SSG</b>	Special Supplementary Grants				
<b>STAR</b>	Secondary Tertiary Alignment Resource				
<b>STCW</b>	Standards of Training and Certification of Watchkeepers				
<b>STEM</b>	Science, Technology, Engineering and Mathematics				
<b>SUTI</b>	Skills Update Training Institute				